



The Pate's Grammar School Parents' Association Meeting Minutes Wednesday 13th June 2018

Meeting held at 6.45pm in Art Gallery

Present:

Laurette Thomas (Chair)	LT
Linda Arthur (Secretary)	LA
Louisa Coley (Treasurer)	LC
Carolyn Hopper (Vice Chair)	CH
Andrew Thomson (100 Club)	AT
Dawn Eccles (Uniform)	DE
Stephen Locke (Pate's Bursar)	SL
Shirley Park (Pate's Development Officer)	SP
Mary Farquhar	MF
Anne Daly	AD
Graham Palmer	GP
Eleanor Fea	EF
Alex Collishaw	AC
Ben Coley	BC
Tabitha Gilchrist	TG
Rachael Abbot	RA
Carolyn Horrocks	CHo

1.0 Apologies

1.1 Apologies received from Anna Macey Michael, Stephen Senior, and Laura Watts.

2.0 Previous Minutes Approval

2.1 The Minutes from April's meeting were approved.

3.0 Matters Arising

3.1 None raised.

4.0 Finance Report (LC)

4.1 The PA bank account currently shows a total balance of £17,805 (PA charity account £14,244 and 100 club account £3,561). Total available for donations = £12,305.

4.2 Takings since last meeting total £1,861. They comprise; Ebay sale (Spring Fair) - £100, School Comms payment (Spring Fair) - £1,110, Matched Funding Donations -

£260, Leaver's Bar - £332, Uniform Sales - £59.

- 4.3 Since the last meeting the committee have donated £32,020 to school for keyboards and Sibelius software upgrades (£3,520), sponsorship towards new sixth form block lower floor furnishings (£25,000) and a minibus (£3,500).
- 4.4 Plus, already promised to school - £4978. This includes Drama Department lighting desk (£1,478), Drama Department extra lights (£2000), Pupil Planners (£1,500).
- 4.5 It was noted that the pupil planners are likely to cost closer to £2000.
- 4.6 The finance summary provided gives details of the accounts (attached).

5.0 Update on Purchases (SP/SL)

- 5.1 SP updated us on purchases – the lighting desk for the drama department is in the process of being purchased and the furniture for the lower floor of the new sixth form block is nearly sorted. The minibus has been purchased.
- 5.2 The PA visited the new minibus outside school and a photo was taken.
- 5.3 SP will take photos of all PA purchases to use to inform parents where the money is spent.
- 5.4 SL confirmed that there are no other immediate requirements on the purchase list currently.
- 5.5 Monies can be transferred to school for purchases made as required. LC and LT to arrange. SL/LC/LT

6.0 100 Club (AT)

- 6.1 The effective 100 club bank balance is £3,561 (31st March 2018), following transfer of monies for the purchase of the minibus.
- 6.2 There have been eight joiners and three leavers since last meeting. The leavers have only been in the draw for one year – AT wonders whether they may have just signed up for a year and may wish to continue – he will investigate.
- 6.3 The draws for April and May 2018 (drawn by SL on 13/06/18):

	1	2
March (£100)	77 – Jo MacDonald	182 – Pate's
April (£100)	24 – Pate's	154 – Andrew Thomson

- 6.4 £200 to be paid out in prize money. AT

7.0 Media/Publicity (BC)

- 7.1 Our newsletter is due again. This will contain general information on the last twelve months – how we have raised the money and what it has been spent on.
- 7.2 This same information will be used for Pate's Progress, along with extra images. BC
- 7.3 CHo suggested that the PA could have a board with this same type of information on that could be next to us at event bars to show parents where their money goes. To be noted for discussion at the next meeting. LA

8.0 Bar Stock (MF)

- 8.1 Stock levels are high and ready to go for the final few weeks of term events including House Drama.
- 8.2 MF described how she bulk buys Pringles from PoundLand!

9.0 Second-Hand Uniform (DE)

- 9.1 DE reported that there are not many coming in to the Friday uniform sales at present but still getting email requests for uniform, which works well.
- 9.2 Stock is still very limited and will be needed for new year 7s.
- 9.3 It was also noted that there is still not much kit available yet at HD sport and many people having been asking DE about sports kit. It has been confirmed that pupils will be allowed to have one spare set of kit of the 'old' style so can continue selling it for this purpose for now.
- 9.4 Request for uniform donations to go out again. LT/SP
- 9.5 DE noted that it would be really useful if the new year & parents could measure their child prior to coming to the social evening so that they are aware what size uniform to buy. Fiona thought to be the best person to distribute this information as she is coordinating the event. SP to contact FHP to make sure the message goes out. DE/SP

10.0 Past Events

- 10.1 Leaver's Bar – run by school on our behalf.

11.0 Future Events

- 11.1 It was noted that the person who leads an event needs to buy the milk for the teas and coffees.
- 11.2 Sports Celebration – Tuesday 26th June. Teas, coffees, bar, snacks for the children to buy. Only needs one person during the actual event but will need 5-6 to run the bar during the interval. Usually run by parents who are attending anyway. Doodle for 5-6 parents. EF and DE to lead. LA/EF/DE
- 11.3 Junior Concert – Wednesday 27th June. 7-9pm. Doodle for helpers for pre-concert drinks and interval bar. No raffle. CH and AD to lead. LA/CH/AD
- 11.4 New Year 7 Parents Social - Thursday 28th June – CH to lead and do usual talk on the stage as LT is away. 17.30 start for set-up. AT, LA, CH, AD, EF available. Will target others to drum up some extra help. AD to ask kitchen for use of a trolley. We are offering refreshments for the first time and will see how that works. DE is unavailable so AD will run the uniform stand. CH/AD
- 11.5 House Drama – Tuesday/Wednesday 10th/11th July. 7-9.30/9.45pm plus matinee on Wednesday. Need two people to head up each session. Doodles to go out day after tickets go on sale. Reserved tickets for helpers policy to remain unchanged. We are short of leaders, so CH and AD will lead all three performances. LC can do money for Weds evening performance only. CH to identify people for key roles. AD to order rolls from Bookers, CH to pick up Weds am. LA/CH/AD
 - School to empty the stock cupboard on Monday and temporarily put the stock in the boiler room (to please liase with MF and CH).
 - To ask if we can have the chiller cabinet for Tuesday.

- Tuesday – 17.30 start. DE to head front of house on Tuesday.
 - Wednesday - 13.30 start. Laura from kitchen to get sausages (~ 625!) AD to get rolls.
- 11.6 PPA Annual AGM meeting – Wednesday 3rd October. SP will broadcast this in HM message at the correct time and the information will also be posted on the website. MF and AT will be leaving at this time. SP
- 11.7 Christmas Bazaar – possible date of 4th December, but some uncertainty over that date as the new build hand-over will be the following week and we may not be able to have the usual assistance for moving tables etc. External stall holders already keen to come back. Will be a sub-committee as before to work on the planning.

12.0 Any Other Business

- 12.1 SP has developed two policies regarding data protection and GDPR. One is to go on the website as to how we store and use the volunteer information. They were available to view at the meeting. School is the 'data controller' as we keep our information within the school system. We have obtained our volunteers information on the basis of consent and should store this consent on the system in the future.
- 12.2 The issue of safeguarding was discussed, as our volunteer work is done around the school setting. SL confirmed that school do not see this as an issue as we work mainly in groups in open areas and as such do not pose a safeguarding risk. Uniform cupboard is the most risky of our activities (DE is CRB checked as she works for the police), however it was noted that the uniform cupboard is within an open plan area where there are other people around. No further action is required on this.
- 12.3 SP, SL and A have attended an IDPE conference where the theme was 'tell your story'. Having presented our M&M fundraising back in March at a regional meeting they were invited to present a talk entitled 'Fundraising on a Shoestring'. SP presented some of the PA activities within this talk. The one which provoked the most discussion and interest was 'Back to School'! It was acknowledged that our link to school through SP and SL encourages the success of the PA as we can work hand in hand to raise money for where it is most needed.
- 12.4 SP suggested that school would like to provide a thank you 'breakfast' for all that have volunteered over the year. It was suggested a Friday morning is likely to be the most suitable for most people.

13.0 Date of next meeting

- 13.1 Wednesday September 5th, 6.45pm in Foundation Bungalow.