



The Pate's Grammar School Parents' Association Meeting Minutes Wednesday 5th June 2019

Meeting held at 6.45pm in Foundation Bungalow

Present:

Linda Arthur (Secretary)	LA
Louisa Coley (Treasurer)	LC
Carolyn Hopper (Vice Chair)	CH
Dawn Eccles (Uniform)	DE
Shirley Park (Pate's Development Officer)	SP
Alex Gregory (Pate's Development Office)	AG
Anne Daly	AD
Eleanor Fea	EF
Margaret Kula	MK
Tabitha Gilchrist	TG
Alex Collishaw	AC
Stephen Senior	SS

1.0 Apologies

- 1.1 Apologies received from Laurette Thomas (Chair), Anna Macey Michael, Mary Farquhar, Rachel Abbot, Graham Palmer, Stephen Locke (Pate's Bursar).
- 1.2 In the absence of Laurette Thomas (Chair), the meeting was chaired by Carolyn Hopper (Vice Chair).

2.0 Previous Minutes Approval

- 2.1 The Minutes from April's meeting were approved.

3.0 Matters Arising

- 3.1 None.

4.0 Finance Report (LC)

- 4.1 The PA bank accounts currently shows a total balance of £15,693 (PA charity account £7,073 and 100 club account £8,621). Total available for donations = £10,193.
- 4.2 Takings since last meeting total £2719.29, comprising; Leavers Concert raffle - £195.80, Leavers Farewell - £232.45, Match Funding (Vodafone) - £350, Back to School ticket sales - £1,150, Amazon Europe Core - £16.20, Donations (Benevity) - £374.84, Sale of old PCs - £400.
- 4.3 Donated to School since last meeting total £30,886, comprising; Languages IT Suite - £23,226, Languages Budget - £4200, Water Dispenser and Fountain - £3,300, Gardening Club - £100, Clocks - £60.
- 4.4 The finance summary provided gives details of the accounts (attached).
- 4.5 It was noted that a lovely thank you letter from the languages department has been circulated via email to all involved, by LT.
- 4.6 SP read out a letter that had also been received from the Student Council following the PA donation Funding for their requested items. SP will forward to LT. SP

5.0 Update on Purchases (SP)

- 5.1 SP had produced a list of items that the PA has supported this academic year (attached).
- 5.2 The committee agreed to fund school planners again for September at £2,229.53 (ex VAT). SP will find out whether there could be wording on the outside cover to state that these are funded by the PA, rather than only inside as usual, as parents are more likely to notice this. SP will approach LT for wording. SP/LT

6.0 100 Club (AC)

- 6.1 There were 136 shareholders in May, down 1 share since April.
- 6.2 The draw for May 2018 (drawn by AG on 5/6/19):

	1	2
May Draw (£100)	28 – Myra Gillet	184 – Mark Tredgett

- 6.3 £200 will be paid out in prize money. AC
- 6.4 SP confirmed that the ball audit was undertaken in April 2019.

7.0 Matchfunding (GP)

- 7.1 GP had emailed to say that he had one letter to send out and one to follow up again in the autumn term.

8.0 Media/Publicity (JB)

- 8.1 CH reported that JB is working on the PA Newsletter which is almost complete and on Pates Progress and has some things to change/update on the PA website page.

9.0 Bar Stock (EF)

- 9.1 Stock cupboards are very full in readiness for upcoming events including House Drama. Stock bought based on last year's figures.

10.0 Second-Hand Uniform (DE)

- 10.1 DE reported that second-hand uniform has been very quiet apart from a few email purchases. It was agreed that a message should go out in the HM message on alternate weeks to remind parents that the cupboard will be open the following Friday. It was also suggested that perhaps the uniform shop should open once a month instead of twice as it has been so quiet, now that the email system is working so well. DE/AD
- 10.2 There are a few parents coming in next Friday to try on blazers for Back to School.
- 10.3 SP will clarify with the PE department whether the old kit could be taken on the sports tour to donate whilst away. SP/AG
- 10.4 Message to go out in HM message for donations of blazers and skirts to stock up for the new year 7 evening. Wording for this to go to AG and YS. AD
- 10.5 Reminder to be sent to Mrs Blackwell to send out a message via Fiona for parents to know what size their child is, maybe bringing in a piece of current clothing as a guide. DE/AD to advise AMM whether she needs to include uniform in her speech on that night. SP/AG, DE/AD
- 10.6 Induction for new year 7s on 3rd July – they will be picked up at 2.30 – last year there were sales at this time – TG can help. Maybe JP could help? AD/DE
- 10.7 AD will be taking on the PAuniform email address from DE.

11.0 Past Events

- 11.1 A quiet half term for the PA!

12.0 Future Events

- 12.1 Sports Celebration Evening: Date Change - is now on 2nd July. 7pm. DE cannot do this now. AD and EF (can do from 6pm).
- 12.2 Junior Concert: 26th June. CH to lead. Doodle to go out 1 week before. Six volunteers required. LA
- 12.3 New Year 7 Parents' Social Evening: 27th June. DE, CH, AD, AC, EF, LA, LC, AMM can all attend. CH to check if LW is attending. Check if GP can come and whether JP can help with uniform.
- 12.4 Back to School: 1st July. Tickets selling OK. AMM to send out another message in this week's HM message – wording to be in by next day to AG/YS.
- 12.5 House Drama: 9th and 10th July (10th is matinee and evening).
- Doodle to go out 3 weeks before. LA to check numbers of volunteers required with CH.
 - 650 sausages to be purchased (CH to inform LT). AD to order rolls from Morrisons as per last year – 650(?) rolls. CH to check with LT.
 - AG will be in charge of the seat reservations – parents to email if they are down to help and will need a seat reserved (must be present helping by 6.15 when the seat reservations are done).

- DE to lead/Front of House on 9th, SS Front of House on 10th (matinee), AC available for matinee 10th. LC may be available.
- 12.6 House Music: for information, will be 25th and 26th September. Timings to change so that it doesn't end so late - Weds matinee 2pm, evening show 6.30. Thursday evening at 6pm.
- 12.7 Holst Concert: Request to support new event – to be organized by Ellie Lane and Warwick Cole – Thursday 19th September in Recital Hall at school (from 7pm) with drinks afterwards, and Saturday 21st September in St Andrews Church, Cheltenham (3pm) with tea afterwards. To be discussed further.
- 12.8 Volunteers Breakfast: Monday 8th July – LA to provide list of volunteers who have helped through the year to AG. LA
- 12.9 Spring Fair: 7th March suggested by PE department/school – this is thought to be quite early for a Spring Fair with Eater in April. Later date to be discussed. SP/AG to discuss with PE dept. AG
- 12.10 Chinese New Year: 25th January – school will do a further event with PA supporting – not a date set for this yet.
- 12.11 PA AGM: 9th October 7pm. (If 7 being elected need 14 at the meeting, if 6 to be elected, need 12 etc.)

13.0 Family Quiz

- 13.1 School Show is now fixed in first week of December necessitating a move of date for the quiz. PA preferred date is 7th Feb, with Valentine theme? To be confirmed with school. SP/AG

14.0 Any other business

- 14.1 LT is stepping down as Chair at the end of this term as her daughter is leaving Pates. CH will cover as Interim Chair until the AGM in October. SP wished to thank LT, on behalf of the school, for all that she has done, having raised around £130,000 whilst sitting as chair, which has been incredible. Her energy and friendship will be much missed by the committee when she steps down.
- 14.2 This is SP's last meeting. SP has always been present, enabling the PA to do the work they have done. SP resurrected a dormant PA a few years ago and has supported it, allowing it to flourish. Many thanks to SP from us all.
- 14.3 This may also be DE's last meeting – Dawn has done a phenomenal job with organising the uniform sales. Thank you Dawn.
- 14.4 Key Box – this is still being looked at.
- 14.5 Date for diaries: Volunteers' Breakfast in the bungalow Monday 8th July 8 - 10am.

15.0 Date of next meeting

6.45pm, Wednesday 4th September 2019 (first day back)