



The Pate's Grammar School Parents' Association Meeting Minutes Wednesday 14th November 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
Dawn Eccles (Uniform)	DE
Stephen Locke (Pate's Bursar)	SL
Shirley Park (Pate's Development Officer)	SP
Mary Farquhar	MF
Anne Daly	AD
Eleanor Fea	EF
Alex Collishaw	AC
Tabitha Gilchrist	TG
Margaret K	MK
Anna Macey Michael	AM

1.0 Apologies

- 1.1 Apologies received from Laura Watts, Graham Palmer, Rachel Abbot, Ben Coley.

2.0 Previous Minutes Approval

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

3.0 Matters Arising

- 3.1 LT passed on personal thanks from the Chair of Governors for the hard work that the PA do.

4.0 Finance Report (LC)

- 4.1 The PA bank account currently shows a total balance of £21,557 (PA charity account £17,027 and 100 club account £4,530). Total available for donations = £16,057.
- 4.2 Takings since last meeting total £8,847.74. They comprise; House Music £6347.75, Foreign Coins £320.58, Pate's Pig £197.31, donations £610.00, uniform £245.00, Year 12 parents social evening bar £200.00, Year 7 parents social evening £505.00, Diwali £219.40, PGS Spring Fair donation £100.00, recital bar £87.50, LW stationary

£10, Ebay sale £5.00.

4.3 Since the last meeting the committee have donated £7,189 to school for planners (£1,989), 20 microscopes (£5,200).

4.4 The finance summary provided gives details of the accounts (attached).

5.0 Update on Purchases (SP/SL)

5.1 SP discussed the PA supporting the languages department at the Spring Fair as mentioned at the last meeting. It was agreed that this will include helping with the costs for the new IT lab that we will gain as a result of the refurbishment works that our currently happening in school as the language department use the IT labs frequently.

6.0 100 Club (AC)

6.1 There have been some new members since last meeting and a few still to join the next draw.

6.2 The draws for September and October 2018 (drawn by SL on 14/11/18):

	1	2
September (£100)	15 – Ann Daly	128 – Adam Starkey
October (£100)	64 – Victoria Hepbourne	189 – Susie Oakley

6.3 £400 to be paid out in prize money.

AC

7.0 Match Funding (GP)

7.1 There have been three responses so far to the request that went out. 1.Vodafone - £350 approved. 2. Microsoft - £7500 – not yet approved. 3. Another parent responded who currently supports their other child's school in this way.

7.2 LT offered thanks to GP who has worked so hard on this.

8.0 Media and publicity (LT)

8.1 This is still being run by BC. If anyone knows someone who would be keen to help/take over this role, please dw LT.

8.2 Will advertise this role again in the new year.

9.0 Bar Stock (EF/AD)

9.1 Stock levels are virtually ready for the quiz and Chicago. Have managed to use vouchers and get good deals to keep costs down.

10.0 Second-Hand Uniform (DE)

10.1 DE reported that bagged up uniform items for those who request by email are now kept in the cupboard behind reception and a deadline of two weeks to pick up has been set. After this it will be returned to stock.

10.2 LT congratulated DE on behalf of the committee. She has recently been up to the cenotaph procession in London. DE volunteers on the Aston Project and was invited up to the Cenotaph having supervised a group who won a wreath competition earlier

in the year. DE has been awarded the Chief Constable's Certificate of Merit.

11.0 Past Events

- 11.1 House Music. The separate sausage for a nut allergy sufferer is too difficult to offer. Will ask those with allergies to bring a packed tea next time.
- 11.2 Diwali. Took £220, this was down £200 on last year's bar sales. All of our floats were needed. It is advertised again for next year but it is supposed to be every other year.
- 11.3 Recital Evening. Small event at the new recital room. Took £87.50. Logistically challenging – has too much sparkling wine. Water for teas was hard to get hold of as various areas were locked. Need to keep these events simple in terms of refreshments.

12.0 Christmas Bazaar

- 12.1 Request for 'Bling' for outside- if anyone could please loan, lights, trees etc.
- 12.2 In the gallery there will be Father Christmas (Father Christmas suit has been found), elves and a wrapping station. LW to co-ordinate. There will be some year 8 volunteer buskers in the gallery too.
- 12.3 Flyer to go out for cake makers and TG to make mince pies. CH and MA to run the kitchen – bread, butter and fillings for toasties required. EF to organize French Stick x10 and butter. MF setting up the gallery café – tablecloths in the cupboard.
- 12.4 LC and LT working out the money/floats. PA (money, uniform and tombola) to be based in the gym. 4x yr8 stalls and multiple yr7 stalls.
- 12.5 RA co-ordinating 28 external stallholders.
- 12.6 All parent reminder to go out the day before LT/SP
- 12.7 LT to organize pizzas for Yr7/8, AM to organize squash. LT/AM

13.0 PA Ball (LT)

- 13.1 Last PA ball was 2012. Last few raised £2000-£3000. LT, LA and LC to form ball committee next October.
- 13.2 Pates Society interested in attending.
- 13.3 Date likely to be 29th Feb 2020 possible venues – Manor by the Lake, Town Hall, Racecourse. Would need to sell 200-220 tickets. Jane Kent Happy to help organize – lots of expertise.
- 13.4 Raffle would raise extra funds.

14.0 Future Events

- 14.1 Autumn Concert – 22nd November. Pumprooms. AM and Sam Golding to run raffle. No refreshments. £2 per raffle ticket. Will be there until the interval.
- 14.2 Christmas Quiz – Friday 30th November. Tickets selling well – 27 tables sold, 5 to go. Will be advertised again in HM message. AD and DE on bar. Prize sorted. Request from DE that those attending clear up their rubbish at the end (our recycling signs are down the side of the fridge in the gallery kitchen).
- 14.3 School Show – 5th, 6th, 7th December. CH leading 5th, LT leading 6th. AC leading 7th (free 5pm onwards). Likely to serve from gallery and a trolley. Tickets sold so far – 1st night – 69, 2nd night – 106, 3rd night – 187. Doodle to go out. LA

14.4 Carol Service – Thursday 20th December. AD to lead. Mulled wine already bought. Mince pie makers required (small mince pies best). Contact for opening up the kitchen/hall is on the church website. CH, LT, AD, DE all available. Doodle required. About 12 required. LA

14.5 Instrumental Concert – 30th January.

15.0 Any Other Business

15.1 Foreign Currency – LT. 16.9kg coins sent by UPS to Cash for Coins. Euros – 1Es and 2Es changed for notes. Dollars – LT bought these and changed them in US. £130 was from old UK currency.

15.2 Recycling – Being run by a mum – Trish Watson. £15 made from biscuit wrappers collected at House Music. Other projects may come up from the scheme also.

15.3 Shona standing down from collecting raffle prizes for the Spring Fair. We will need someone to pick up this role. LT will look for last year's list of prizes, as often same companies are happy to support. LT

15.4 SP was at a regional meeting yesterday in Monmouth where 'Back to School' was discussed again. Want to use PPA as a case study – SP had said that she would ask LT's permission.

15.5 Back to School happening again on 1st July 2019.

15.6 LC needs individual phone numbers to add to the Charity Commission forms.

16.0 Date of next meeting

16.1 Monday 14th January 6.45pm in Foundation Bungalow.