



The Pate's Grammar School Parents' Association Meeting Minutes Wednesday 5th September 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
Anne Daly	AD
Graham Palmer	GP
Eleanor Fea	EF
Rachael Abbot	RA
Anna Macey Michael	AM
Margaret Kula	MK

1.0 Apologies

- 1.1 Apologies received from Tabitha Gilchrist, Stephen Senior, Sigrid Atkinson, Carolyn Horrocks, Alex Collishaw, Ben Coley.

2.0 Previous Minutes Approval

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

3.0 Matters Arising

- 3.1 LT further discussed the use a board/stand at events displaying news of what we do and have done. Laminated sheets and Velcro attachments is a possible solution. To be further discussed. AD and DE happy to work on this project. **AD/DE/LT**

4.0 Finance Report (LC)

- 4.1 The PA bank account currently shows a total balance of £20,412 (PA charity account £16,899 and 100 club account £3,513, which includes the cheques to go out with today's draws). Total available for donations = £14,912.
- 4.2 Takings since last meeting total £6,666. They comprise; Pate's Pig (old currency) -

£61, Junior Concert - £357, Sports Night - £364, Year 6 evening - £1,114, Uniform Sales - £213, House Drama – £4,427, Donations - £130.

- 4.3 Since the last meeting the committee have donated £2,198 to school for lights and lighting desk for Performing Arts.
- 4.4 Additionally, already promised to school - £1989 for Pupil Planners.
- 4.5 The finance summary provided gives details of the accounts (attached).

5.0 Update on Purchases (SP/SL)

- 5.1 SL gave a short presentation on the progress of the New Build and refurbishment of school, and M&M.
- 5.2 SP forwarded an idea for a purchase with PA funds – Biology have requested new microscopes. 10 have already been purchased and the department would ideally like another 10. Cost is £260-£300 per microscope. They would benefit many pupils; in year 12, 102 pupils are taking biology and all pupils lower down the school would also use them. The committee unanimously agreed to pay £5,200 for 20 microscopes. LT and LC to sort out money transfer as required. **SP/LC/LT**
- 5.3 SP put forward a suggestion that the languages department could possibly be supported in the future, in the form of an IT update. To be further discussed at a future meeting.

6.0 100 Club (AT)

- 6.1 The effective 100 club bank balance is £3,513 (3rd September 2018).
- 6.2 Since the last draw, there have been several leavers and joiners with an overall balance of more members.
- 6.3 The draws for June (£1000), July (£100) and August (£100) 2018 (as drawn by SL on 5/9/18):

	1	2
June (£1000)	81 – Nigel Cottell	162 – Julie Burgess
July (£100)	27 – Kate Ryan	155 – J Phillips
August (£100)	34 – Tabitha Gilchrist	167 – Judith Taylor

- 6.4 £2,400 to be paid out in prize money. **AT**
- 6.5 LT thanked AT for his hard work in maintaining the 100 club. Seconded by SP. AT will step down in October.

7.0 Media/Publicity (BC)

- 7.1 Pate's Progress has come together and will be out soon.
- 7.2 LT thanked RA for taking PA photos.

8.0 Bar Stock (MF)

- 8.1 MF has been stocking up and has enough Pringles to cover House Music. CH has stocked up on the chocolate.
- 8.2 LT thanked those who do the stock shopping and manage the stock.

9.0 Second-Hand Uniform (DE)

- 9.1 DE reported that the cupboard is full! Donations still welcome.
- 9.2 First open cupboard of the term will be this coming Friday. Will be on 1st and 3rd Fridays of the month from 3pm onwards. **DE**
- 9.3 The email order requests to DE are still working well.

10.0 Past Events

- 10.1 All recent past events have been successful.
- 10.2 Miss Thorpe sent a thank you letter to CH in respect of coping with the change of dates for House Drama at short notice.
- 10.3 Pate's Pig has continued to gather funds and so will continue to collect.

11.0 House Music – 26th/27th September

- 11.1 DE away and LT away.
- 11.2 LT to ask Laura for baskets for raffle. **LT**
- 11.3 Doodle to go out for committee and volunteers. **LA**
- 11.4 Sausages and rolls to be worked out outside of this meeting.

12.0 AGM – Wednesday 3rd October

- 12.1 In the Art Gallery at 7pm.
- 12.2 SP will post the details on the website as per requirements (21 days beforehand). **SP**
- 12.3 We need 16 to attend the meeting to be able to go ahead.
- 12.4 All committee members step down and then those who wish to stay on can stand again. These members need to provide a few paragraphs about themselves in case another candidate puts themselves forward for election.
- 12.5 AT and MF stepping down from their posts this year.

13.0 Future Events

- 13.1 Year 12 parents social evening – Thursday 4th October. AD to lead. AM, GP, MK, and maybe CH and DE to help. Three committee members attending as parents. AD to coordinate. **AD**
- 13.2 Year 7 parents social evening – Thursday 11th October. Doors open at 6pm. Relatively small event. Will have uniform and need committee and team to promote PA. LA to Doodle for 6 to 7 helpers to run the bar. EF, RA, AD, AM, GP and maybe LA and LC likely to be able to attend. **LA**
- 13.3 Recital – Tuesday 16th October. To be held in the new music performance room. Will need to serve from trolleys. Miss Lane has suggested a 'bubbly' reception with prosecco and elderflower. CE, LT, DE, and possibly LA available.
- 13.4 Diwali Celebrations – Sunday 4th November. Helpers required to serve refreshments. CH to lead, LT and MK available. Doodle to go out. **LA**
- 13.5 Christmas Bazaar – Tuesday 27th November. To run as per last year. Community Choir happy to come along again. Toasties to be served again as before. RA to contact external stallholders. LT/AM/DE to form a sub-committee. LT to contact Anne

Casey regarding year 7 stalls.

LT/RA/AM/DE

- 13.6 PA Christmas Quiz – Friday 30th December. CH to organize ticketing. DE/AM/AD/DE happy to man the bar.
- 13.7 School Show ‘Chicago’ – 5th/6th/7th December. To be discussed at next meeting.
- 13.8 School Carol Service – Thursday 20th December. To be discussed at next meeting.

14.0 Any Other Business

- 14.1 Recycling Project. A parent has been in touch regarding starting a recycling project for smaller items not normally recycled. Scheme pays small amounts of money for plastic chocolate biscuit wrappers, etc. As a committee we already have a lot on – would involve sorting and bagging from internal collection points. School not keen for us to be involved as no potential sites for the bins – with the building work ongoing and the loss of the garages, space is at an all-time premium. Could perhaps trial it at House Music? May be something a team of students would take on, but this still wouldn’t solve the issue of storage. Probably needs to go on hold for now. LT to organize to meet up with Trish to discuss. LT
- 14.2 ‘Class List’. SP has made us aware of an app called ‘Class List’ which is a means for parents within classes to communicate. It was noted by MK that the year & parents have already formed ‘WhatsApp’ groups, so it was decided that this is not a requirement at present as parents in most year groups are already using this way to communicate.
- 14.3 Match Funding. GP will now run this area of finance. GP will have his own email address that parents can be directed to if they enquire about this. This should be up and running by next meeting.
- 14.4 AM suggested the possibility of the PA holding an event specifically to market ourselves. It was thought that we already have a relatively prominent presence around school but would in fact fulfil promoting ourselves a bit more with the use of the stand/board previously discussed. LT wondered if slides from CH summer presentation to incoming parents might be suitable for use on the board.
- 14.5 Bag to School. There will be no Bag to School event this spring as there is no storage for bags at school at present.
- 14.6 Back to School. To return in July 2019!

15.0 Date of next meeting

- 15.1 Wednesday 14th November 6.45pm.