



**The Pate's Grammar School Parents' Association**  
**Meeting Minutes**  
**Tuesday 10 January 2023**  
**7.00pm Bungalow**

1. **Attending:**

Fiona Crouch - Chair (FC) Aidan Stevens – Vice Chair (AS) Helen Divett – Treasurer (HD)

Libby Flackett – Secretary (LF) Sarah Cartwright (SC) Stephen Locke (SL)

Beth Morgan (BM) Emma Brazier (EB) Nirav Mithani (NM)

Chloe Murphy (CM) Rachel Webb (RW)

2. **Apologies:** Debbie Jordan, Emma Smith

3. **Welcome:** FC welcomed attendees to the meeting,

4. **Previous Minutes Approval:** Minutes for 18th October approved. Proposed by FC, seconded by AS

5. **Matters Arising:** None

6. **Finance Update (HD)**

- Handover underway
- Plea for any expense claims to be submitted
- Signatures needed for payments out of the account. Currently mandated are FC, LF, SC and former Treasurer MK. HD mandate is pending
- Barclays require the account details to be updated. HD will attend the bank on 11/1 with details needed.
- The figure in the account as of 9/1 was £35,406

7. **Uniform**

- The dates of the forthcoming sales have been publicised. EB and CM able to cover them.

8. **School Purchases**

- BM thanked the PA for the mics and pointed out how they had been put to effective use at Sweeney Todd
- The PA unanimously agreed a request from the school to purchase a bowling machine which will cost up to £3,000
- The school council will soon meet to discuss future requests

9. **100 Club Draw (RW)**

- IT issues so no draw
- RW in talks with SC about simplifying the system to make it more attractive and easier to join

10. **Events**

- FC noted that the mince pies and mulled wine at the carol service was served in a simpler way and this had made for a more relaxed event.
- SC read out a letter from HD about the proposed Harry Potter Quiz which included the information that the umbrella event is now taking place in the Autumn. The committee was grateful to HD for all she has done and felt that it would be better that the school event follows its parent and also take place in the Autumn.
- **LF to do a quick stock take for NM**

#### **Sun 29/1 Lunar New Year 12 to 3 art gallery.**

- LF to lead. To sell teas, coffees and cans LF to buy raffle prize though apparently students happy to sell tickets. **ES to ask for more volunteers** to ensure there are 3 or 4 people from 1130 to 1530 to cover set up and clear up. Mara G and Louise H have indicated they are happy to help. As has PA 100 club Rachel and PA Stock Nirav.

#### **Fri 3/2 [fridge] stocking in refectory - time to be confirmed [SC]**

- We will need 2 people to move stock to fridge in refectory and rest of stock to kitchen area but all alcohol will need locking away. Bottle openers and glasses need to be moved to the refectory. Tables will need putting in place. A committee person who knows where everything is will be needed to lead **ES to trawl for lead and volunteers.**

#### **Sat 4/2 PA Quiz refectory 1800**

- SC has acquired a TEN
- Tickets to be advertised this week £36 for a table of 6. Lorraine will kindly organise this.
- FC to compere. **ES to trawl for lead and volunteers** from 1700 to set it up. Need volunteers throughout to sell drinks and snacks and raffle tickets. About 5 needed until end [**SC to confirm time**] to clear up. FC to buy quiz prizes. We will also need a raffle prize.

#### **Tue 14/2 Instrumental Concert Tue 7pm hall**

- Teas, coffees, soft and alcoholic drinks, raffle - no lead yet
- **ES to trawl for lead and 6 volunteers** from 1830 to half an hour after event close. **SC to confirm end time.**
- SC has acquired a TEN

#### **11. AOB**

- AS to lay groundwork for a vision session at the next meeting
- SL to handover meeting attendance to BM. The whole committee expressed thanks for all SL has done for us and gave him a round of applause

#### **12. DONM: Mon 6 March 2023 = 7pm Bungalow**

PA Secretary Libby Flackett