



The Pate's Grammar School Parents' Association

Meeting Minutes

Tuesday 18th October, 2022

7.00pm Bungalow

Attending:

Fiona Crouch - Chair (FC)

Libby Flackett – Vice Chair (LF)

Margaret Kula – Treasurer (MK)

Louise Hutchinson – Secretary (LH)

Sarah Cartwright (SC)

Stephen Locke (SL)

Beth Morgan (BM)

Eleanor Fea (EF)

Helen Divett (HD)

1.0 Apologies

Emma Brazier (EB), Emma Smith (ES), Alex Collishaw, Shakti Bhatoolaul, Zoltan Gyokeres

2.0 Welcome

2.1 FC welcomed attendees to the meeting.

3.0 Previous Minutes Approval

3.1 Minutes for Thursday 8th September 2022 approved. Proposed by LF, seconded by EF

4.0 Matters Arising

4.1 None

5.0 Finance Update (MK)

5.1 Income received since meeting on 8th September 2022 totalling £5,602.22, mainly from House Music pizza; and House Music refreshments sales via cash and iZettle. The total for House Music refreshment sales will increase when sales through student tills are included (once system is restored). Profit on pizza sales was £872.

5.2 Nearly New Uniform shop has continued to generate good income from resale of uniform donated by the school community - £622.50.

- 5.3 Y12 and Y7 New Parent Information Evenings refreshment evenings generated £134.50 and £248.00 in sales respectively.
- 5.4 Benevity donations (from payroll) raised £316.52.
- 5.5 PA Charity Account balance is £26,089 as of 18/10/22 and 100 Club Account is £22,408 as of 30/09/22.
- 5.6 Accounting for reserves the PA must maintain, the PA has £43,811 available to donate for purchases.

6.0 School Purchases

- 6.1 The committee considered a request for 8 additional new microphones for students to use in performances in order to improve sound quality both audience within hall and for those watching streamed performances online. The microphones, if purchased this term, will be used for the upcoming school production of Sweeney Todd. A further request for new mobile football goals for the AstroTurf pitches was also considered. Both requests were approved by the committee up to a total cost of £8,500-£9,000. **SL/BM to inform MK, FC of exact costings.**
- 6.2 The committee is keen to consider purchase proposals/requests from the 2022-23 School Council once the students have consulted on ideas.
- 6.3 After discussion, the committee committed to fund regular donations to the school to support Pupil Premium students at large events such as House Music and House Drama. The purpose is to ensure all Pupil Premium students have the means to purchase refreshments in the same way as their peers. A payment at a rate of £1.50 per Pupil Premium student, per night will be made to the school. Payments to student Cashless Catering accounts will be managed by the school and passed on discreetly to students.
- 6.4 BM and SC expressed thanks on behalf of the school. BM to arrange photographs of purchases once made to be used in PA comms.**

7.0 100 Club Draw

- 7.1 September 2022 (£100) was drawn by SL.

Results:
September 2022
94 David Jones
197 Pate's

SC and MK to arrange payments to winners.

8.0 Events and other fundraising.

- 8.1 Y7 and Y12 Parent Information Evenings feedback
- It was agreed to sell refreshments from trolleys for these events in future – this will enable flexibility with refreshment sales in the art gallery as parents arrive, and then in the hall as parents socialise after the presentations.
- 8.2 House Music feedback
- FC informed the meeting that site staff will be able provide a mobile trolley of trestle tables to use for these large events in future, so that the PA are not required to move heavy tables from the room at the back of the Refectory.
 - In planning for future House events, BM will look at allocating time slots for students (in their Houses) to make refreshment purchases during the performances. This will enable interval refreshment sales to be for audience members only.

- With audience numbers for matinee performances being low, it was agreed to combine raffle prizes for the matinee and evening performances. Contact details will be written on tickets for those attending the matinee, and the draw will take place at the end of the evening performance interval.
- 8.3 Autumn Concert, Wednesday 16th November, 6.30pm – 8.30pm
- **SC to apply for TENs notice.**
 - **LF to coordinate**, HD and FC volunteered. **LF to send out request for volunteers via HM/School Comms** – volunteers to contact PAViceChair email as currently unable to use Doodle and volunteer lists.
 - Will require raffle prize.
 - **FC to trial using Microsoft Forms as alternative to Doodle. Committee members to message personal emails to FC for purpose of trial.**
- 8.4 Sweeney Todd, Thu 8th, Fri 9th, Sat 10th December, 7pm
- **SC to apply for TENs notice**
 - Committee agreed to support all 3 nights in principal but will prioritise Fri and Sat evening performances. Will plan after AGM (15th Nov) with new committee.
- 8.5 Carol Concert, Wed 14th December, 7pm, Christ Church
- PA to support, providing mulled wine and mince pies for parents after the concert.
 - Approximately 200 mince pies required – will put appeal out as last year to ‘PA star bakers’ nearer event.
- 8.6 Online Raffle
- Letter will go out to businesses to appeal for prizes over half-term. **FC to update with examples of purchases that raffles have/will fund** including purchases used by both students and wider local community.
 - **LH to provide handover of online raffle spreadsheet software.**
- 10.0 AGM and Volunteer Thank You Event, Tuesday 15th November
- 10.2 Changes to date and timings. Science lab tours and refreshments 6-7.15pm, with AGM starting at 7.30pm. Art Gallery booked. **SC will send out reminder about new date and timings to attendees of ‘thank you’ event. Further reminder to go into HM with timings.**
- 10.3 **SC to send out invitations to new volunteers who assisted at House Music.**
- 10.4 **FC to send Chair report to SC, MK to send Finance and 100 Club report to SC.**
- 11.0 Committee Roles
- 11.1 FC has received interest in several roles, but **FC to send out a further appeal in HM** for parents who are interested in taking on committee roles, emphasising that committee members can join meetings via Teams if distance/availability is an issue.

14.0 AOB

- 14.1 FC is awaiting final confirmation from Simon Lewis, quiz master, that he will be available for PPA Quiz Night on Sat 4th Feb.
- 14.2 FC read update from EB regarding NNU. NNU sales continue to be very popular - £300 taken in cash and card last Saturday. Donations continue to be healthy, although demand exceeds supply in rugby kit. EB requested donations of spare hangers from committee/team. House stationery is now sold from the portacabin when NNU shop open, and EB will trial sales of soft drinks and crisps on Saturday morning openings. Discussed signage to improve visibility. **EB to invite signage company** (SL has forwarded contact details to EB) **to visit site and suggest options**, but preference is for a magnetic sign. Proposed openings for NNU Openings for Term 2 – Fri 4th Nov 2-4pm; Sat 19th Nov 10am-12pm; Fri 2nd Dec 2-4pm – to be placed on PPA webpage/HM.

Date of next meeting – to be arranged with new committee at AGM.