



The Pate's Grammar School Parents' Association
Meeting Minutes
Thursday 8th September, 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) | Emma Brazier (EB) | Eleanor Fea (EF) |
| Emma Smith (ES) | Chloe Murphy | Eniola Obikoya |
| Nicky Blackwell | Sujit Chakraborty | Sheilla Harpini |
| Tanusree Chakraborty | Mike Aldridge | Lesley Aldridge |
| Rachel Webb | Santhosh Kumara Attinamane | Sonia Rosato |
| Jennifer Greening | Pratibha Mackkuadeyar | Hayley Hancock |
| Chandima de Cates | Sue Humm | |

1.0 Apologies

Debbie Jordan, Helen Divett, Aimee Edge, Helen Jacobs, Chan Nie

2.0 Welcome

- 2.1 FC welcomed attendees to the meeting, before observing a period of reflection and remembrance for Queen Elizabeth II, after the news of her death shortly before the meeting.
- 2.2 Committee and staff members gave brief introductions to their roles on the committee, as many new members attended the meeting.

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3.0 Previous Minutes Approval

- 3.1 Minutes for Tuesday 14th June 2022 approved. Proposed by LF, seconded by EF

4.0 Matters Arising

- 4.1 BM to send social media photos of new purchases to SC.
- 4.2 If any members attending meeting would like to view the document by FC regarding proposals for changes/additions to PPA roles, please email FC or LH.

5.0 Finance Update (MK)

- Income received since meeting on 14th June 2022 totalling £13,158.90 which MK noted was an amazing effort in a very short period, as effectively fundraising only took place over the remainder of June and first half of July.
- House Drama raised the most with over £5,800 between refreshment, pizza, and raffle sales at the event.
- Nearly New Uniform shop has raised £1,372.71 from resale of uniform donated by the school community.
- Amazon Smile has raised £134.74.
- Matchfunding raised £556.00 with a donation from Lloyds - a parent who works for Lloyds volunteered for House Drama and was able MatchFund for this event. MK noted how grateful the PA is to parents who use Match Funding/Giving to help support PA fundraising and encouraged any parents who are able to use the scheme to do so and to contact the PA for further information.
- TerraCycle raised £285.00 from recycling Pringles, biscuit wrapper etc. – ‘cash for trash’.
- Benevity donations (from payroll) raised £374.
- Refreshments sales at smaller events including the Y7 Parent Information Evening, Junior Concert and Sports Celebration Evening raised over £2,200.
- Payment of £5,000 was made to the school account, as the final donation towards the Science Laboratory.
- SL noted that the completed Science Laboratory looks fabulous, and SC is currently organising an opportunity for tours of the lab for volunteers led by Geoff Worth at the ‘thank you’ event preceding the AGM. FC asked that thanks be registered to everybody who contributed, whether they donated a £1; or organised an entire event or activity because it was a huge, whole community effort.
- MK detailed current balance of PA Charity Account is £24,089 and 100 Club Account is £21,826.
- Accounting for reserves the PA must maintain, the PA has £40,434 available to donate for purchases.
- FC noted that MK is stepping down as Treasurer at the AGM and encouraged attendees to consider taking on the role. MK will be able to provide a full handover to new post holder, and although a bent towards figures and finance is helpful, no financial qualifications are required.

6.0 School Purchases

- 6.1 After recent discussions with BM and SC, SL outlined potential ideas for upcoming purchases that would benefit students:
 - New microphones and supporting infrastructure for drama productions and performances £5,000-£6,000
 - Climbing equipment – ropes, harnesses etc. for students to use on the new climbing wall (that is being funded by the Pate’s Foundation and will be installed at the end of the Spring Term).
 - New football goals (mobile) for the AstroTurf pitches £3,500
 - Cricket bowling machine £3,500

- 6.2 BM will outline ideas for purchases from the School Council at next meeting once new students have been elected and have met and discussed needs.
- 6.3 FC noted that decisions on PA purchases will be made after new committee has been elected at AGM in October.
- 6.4 FC noted that the PA is aware, after the push on the raising £25,000 for the Science Lab last year, that the financial landscape has changed considerably for many households who are members of the school community. The PA will continue to raise funds through events, but FC is keen to emphasise the importance and role of the PA bringing the Pate's community together for events.

7.0 100 Club Draw (ES)

7.1 June (£1000), July (£100) and August (£100) were drawn by SL.

| Results: | | | | | |
|-----------|---------------|-----------|-------------|-------------|--------|
| June 2022 | | July 2022 | | August 2022 | |
| 8 | Hazel Lewis | 41 | Wendy Price | 32 | Pate's |
| 193 | Danny Freeman | 190 | Pate's | 151 | Pate's |

7.2 SC and MK to arrange BACs payments to winners.

7.3 ES explained to new parents that PPA have 2 x 100 Club Draws each month, with numbers 1-100, 101-200 - each individual participating pays £5 per month for 1 number, but can have as many numbers that they wish to pay for. When a number is drawn that is not occupied by an individual who is paying into the 100 Club, the money goes to Pate's. When an individual's number is drawn, the PA notifies individuals and makes payment of winnings. Each draw prize is £100, apart from June where there is a prize of £1000.

8.0 Nearly New Uniform Shop

- 8.2 EB reported that the NNU shop continues to thrive and has moved into a fabulous new Portakabin so now has a permanent shop set up (rather than having to move boxes and rails to rooms from the previous storage space).
- 8.3 EB wanted to register huge thanks from the PA to the Site Team (Phil and Anthony) for being, and continuing to be, so supportive - for the Portakabin, carpeting, building rails, as well as transferring most of the stock and furniture from the bungalow storage space. **LH and FC to arrange thank you.**
- 8.4 It was agreed, the House Stationery supply will be moved from SC's office to the PortaKabin so that it can be sold regularly on dates when NNU shop is open.
- 8.5 Dates were arranged for openings, and **EB will email dates to SC so can be placed on the website and parents can be notified in Head's Message.**
- 8.6 Thursday 13th October NNU will open for the Year 7 Parent Social - **LH and MK volunteered**, and **EB will appeal for stock.**

9.0 Events

9.1 Y12 Parent Information Evening Thursday 22nd September 5.00-6.30pm

- TEN granted for alcohol sales with refreshments.
- LF, LH volunteered, FC available from 5-7.30pm (and for Chair speech) and will require further volunteers.

- 9.2 House Music Wed 28th Sept and Thu 29th Sept, 2pm and 6.30pm
- Optional pizza purchase was trialled for House Music in July, purchasing from Dominos who delivered to site. BM reported that they were well received by students and Site Team (cleaning up worked well). Handing out was much smoother and speedier than hot dogs, and it was seen a positive move forward. Keen to continue if PA are willing to support again – PA agreed if arrangements can be made.
 - **MK to contact Dominos to confirm able to supply on date in numbers required.**
 - **LH to draft comms and send through to BM for information to go out to parents for House Music.**
 - **LH to draft details required for Parent Gateway payments – email BM and Liz Connole (Finance).**
 - **LF to lead House Music** – organisation of volunteers for refreshment sales and pizza distribution.
 - PA refreshment sales, pizza distribution to be based in Refectory. Trolleys will be used to sell refreshments to audience as they queue. If weather conditions do not enable this, trolleys will be based in the Art Gallery before the performance. 450 will be maximum audience capacity, as it was for HD.
 - **FC to organise raffle prizes for each performance.**
 - TEN has been granted for event,
- 9.3 Y7 Parent Social Thursday 13th October 6.30-8.30pm
- SC to check with Helen Blackwell whether TEN is required and apply if needed.
 - LH and MK available for uniform shop sales, FC attending. More volunteers will be required.
- 9.4 Diwali Sunday 16th October 1.00-7.00pm
- FC noted that AGM and Y7 social are events that will involve PA in the week preceding Diwali. It was suggested by BM, SL and FC, as it is an event that is already supported with food stalls and other refreshments by parents, it would be an event that the PA could step back from in providing refreshment. It was agreed that PA soft refreshments not required for this event. PA volunteers could look forward to supporting this fabulous event as audience members!
- 9.5 Planned events taking place after AGM on Thursday 12th October will be discussed at the committee meeting once new committee has been elected.
- 9.6 FC to contact Simon (quizmaster) to arrange date for Spring Quiz – will be a Saturday.
- 9.7 FC to write Raffle email.

10.0 AGM and Volunteer Thank You

- 10.2 Refreshments to be provided, tours to Science lab 6-7pm, with AGM starting at 7pm. Art Gallery booked.

11.0 Committee Roles

11.1 FC encouraged new attendees/parents to consider joining the committee/volunteering for events, especially as a great way to meet other parents along with supporting the school. Encouraged those interested to contact FC or LH to find out more about roles.

11.2 Vice Chair, Secretary, Treasurer, Refreshments are positions that will need to be filled, and **FC to send out further details before AGM.**

12.0 Volunteer Consent

12.0 **FC to confirm arrangements with SC regarding Volunteer Consent** to be sent out to parents so that Doodles can be sent out requesting volunteers for events.

13.0 Raffle Prizes

13.1 The PA will fund the purchase of gift cards House Music raffles x 4 as trial (as agreed in last meeting) – **FC to arrange.**

14.0 AOB

14.1 SL on behalf of BM, SC and the whole school wanted to express thanks to the PA, not just for the £25,000 raised for the Science Lab which was fantastic but for also supporting so many events as the school moved back to running a 'full on' programme of events. SL expressed thanks for all the events the PA are already planning to support this academic year.

14.2 LH and EF noted appreciation and thanks to both Sarah Earle and Aimee Edge for all their hard work behind the scenes purchasing vast amounts of refreshment stock - they will be missed as they step back from the roles this year.

14.3 BM shared a film with the meeting as part of thanking the PA and everybody who has supported the PA in the work it does in school. BM wanted to show that its' work not only impacts and supports Pate's students but helps support (with purchases that have been made) students and staff from Pate's implement the Outreach Programme 'Shaping Futures' with the local community.

14.0 Date of next committee meeting

14.1.1. Tuesday 18th October 7pm Bungalow (**SC to confirm booking**)