



## The Pate's Grammar School Parents' Association

### Meeting Minutes

**Monday 6 March 2023**

**7.00pm Bungalow**

#### **Attending:**

Fiona Crouch - Chair (FC) Aidan Stevens – Vice Chair (AS) Helen Divett – Treasurer (HD)  
Libby Flackett – Secretary (LF) Sarah Cartwright (SC) Beth Morgan (BM) Emma Brazier (EB)  
Nirav Mithani (NM) Debbie Jordan (DJ), Emma Smith (ES)

1. **Apologies:** Rachel Webb (RW) Nirav Mithani (NM) Chloe Murphy (CM)
2. **Welcome:** FC welcomed attendees to the meeting,
3. **Previous Minutes Approval:** Minutes for 10 January approved. Proposed by AS, seconded by ES
4. **Matters Arising:** None
5. **Finance Update (HD)**
  - HD reported up to date figures, including final sums raised for House Music, Sweeney Todd, Xmas Raffle, Lunar New Year, Quiz and Instrumental Concert.
  - Uniform sales are particularly strong with c.£470 raised since last meeting and cash takings of £360 since 1/8/22! HD thanked EB.
  - Charity Commission details have been updated and the annual Lottery Licence has been renewed.
  - Contributions have gone to the PE Sports Department in respect of Portagoals, a Bowling Machine and Protection Kit

- HD has met with EB and Rachel to discuss financial working practices/areas for improvement
- Full online banking mandates confirmed now for HD, FC, AS & SC, with LF partially mandated.
- A deposit card has been acquired to ease process of banking cash.
- Fi wanted a special thanks to be recorder for all the efforts of HD in connection with getting the Treasurer role up and running.

## 6. Uniform (EB)

- The meeting agreed that the larger sign was preferable and that we would pay for it ourselves.

## 7. School Purchases (FC)

- Unanimous agreement with proposal from FC that £30,000 be handed over to Pates Giving for things out of the scope of what a school normally provides, and which add cultural capital to the student experience. Much of this money will come from proceeds from the 100 Club and will be followed by a plea for further support of 100 Club.

## 8. 100 Club Draw (ES/BM)

- We performed the February draw. Lindsay Brazil and Judith Taylor were the winners.
- Consideration to be given at next meeting as to whether to combine the 2 clubs.

## 9. Events

- Previous event - PA Quiz. This was a huge success. It was noted that 25 tables worked well.
- Upcoming- Leavers Concert on Weds 3rd May
- Upcoming - Leavers Parent event on Thursday 11th May 5.30 pm - 8 pm - stock required only. This will be manned by 6<sup>th</sup> Formers

## 10. AOB

- ES raised a concern about the relatively small number of helper information available to her and it was noted that due to IT issues this year we had not had the benefit of the usual huge influx of volunteer information generated via annual email asking parents to sign up via School Gateway to be included in the volunteer pool. This could cause issues when we seek to meet the demand for volunteers at House Drama and House Music later in the year. SC noted that the system via School Gateway had been problematic in the past. **SC agreed to see whether anything could be done with School Gateway to make this process easier and to see about getting ES access to School Gateway. ES agreed to talk to Ping Thomas about how things worked last year.**
- FC is considering an extra raffle
- LF asked whether there was an appetite to run another 'Back to School' event. **SC and BM agreed to think about this and discuss at the next meeting.**

• DONM Tue 18 April 7pm bungalow