

# OPGSPA – Furnishing the Future

Thursday 25 June 2015

In attendance	Lorraine Robinson Julie Murton Barbara Saul Sarah Cooper	Rachel Bain Gill Wlodarski Jane Fraser Pauline Burton
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Apologies:	Harvey Miller Mandy Harris	Hazel Burton
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Following an overview of the past year and recognising that our aims had been more ambitious than resources could allow, it was agreed to aim for fewer events while we build the team and communications through the next year and additional ideas could be incorporated should the people be available to make them happen.

## 1. Review of Previous Minutes

	Action
AGM intended for 17 <sup>th</sup> September 2015. To hold this at the school and invite parents, governors and staff as well as other supporters. To include a Chair's report and Treasurer's report. Also to vote new team members/positions as appropriate.	All  Harvey Lorraine
<b>Dates</b> The following dates were set for meetings: <ul style="list-style-type: none"> <li>• 17<sup>th</sup> September 2015, following the AGM</li> <li>• 19<sup>th</sup> November 2015</li> <li>• 14<sup>th</sup> January 2016</li> <li>• 17<sup>th</sup> March 2016</li> <li>• 5<sup>th</sup> May 2016</li> </ul> The following to be requested from Sara Known and intended school event dates so we can be sure to avoid. Dates of school events for which we can provide refreshments and/or a presence September dates when school available for AGM Agreement of dates for PA events	
<b>Events</b> KM Events, particularly the Dragon Boat race – nothing happened as we never heard back from the school regarding their interest in involvement. Auction of Promises – to review next school year. Second-hand uniform sale – we agreed this is just not viable – very little return for effort that would be needed, plus minimal interest from parents (sending in clothes).	

<p>To track down the few bags that have been sent in and will take to a cash-for-clothes collection point so we can raise at least some funds.</p> <p>Refreshments provided for a few events this year but only managed a presence at the new uniform day where flyers were handed out. Highlighted need to improve communications with parents so we can reach new helpers.</p>	Lorraine
<p><b>Murder Mystery Evening</b></p> <p>Shaun in the Drama department has the script and is excited about this – need to set a date with him and the school.</p> <p>Pauline to follow through with costings for a cheese and meat platter. Aim for £10/ticket. Need to work out number of tables possible in the hall.</p> <p>Advertising by email and with posters up in the school. To ask art dept to bring together a couple of poster designs.</p>	<p>Rachel</p> <p>Pauline</p> <p>* ?</p> <p>Rachel/ Pauline</p>
<b>Easy Fundraising</b> to be agreed with the school via Sara	Lorraine
<b>100 Club</b> - Mark Solly is happy with the 100 Club. Sarah to follow through with this in September.	Sarah
<b>Golf Day</b> – due to other commitments it was agreed to consider this as a Spring 2016 event – to be agreed with Harvey	Harvey
<b>Quiz Night</b> – to check when 6 <sup>th</sup> form do theirs for next year with a view to holding ours early next calendar year. Hopefully Harvey will want to do this again.	Harvey
<p><b>Finances</b></p> <p>Rachel to (prepare to) set up bank account. Consider benefit of registering as a charity (only necessary once we get to £5k/year)</p>	Rachel
<p><b>Communications</b></p> <p>Improve the email system to the committee as the current one does not reach everyone. Request the school website page be updated with a link to our website and to the Facebook page.</p> <p>Request meeting (with Sara (and invite Kevin Moody) to see how we can simplify or help make communications with parents more effective – how can we improve communications with parents via the school? Also how to go about arranging events with the school's involvement – as a venue, departments and/or students. Termly newsletter to go out to parents; rarely anything more than this (if ever).</p>	<p>Barbara</p> <p>Barbara</p> <p>Barbara + Lorraine + Pauline</p> <p>Barbara</p>

Barbara to create a simple app for mobiles to add another avenue of communications for parents for whom this may be preferred.	
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## **AOB**

### **Committee**

Harvey is standing down as Chair and we thank him for leading us through this tough first year during which we learned so much, providing a good basis from which to build.

Barbara has expressed interest in the role for next year (but may only be for the one year).

Lorraine would like to stand down as Secretary if there is someone who can take over the role.

Both remaining on the committee :)

Rachel remaining as Treasurer.