

Minutes of OPGS PA

01/12/16

19:00

Present: Pauline Burton , Chair,(PB)

Rachel Bain (RB)

Juliet Priest (JP)

Dawn Jull (DJ)

Sarah Davis (SD)

Apologies: Jane Fraser (JF) Liz Donohoe (LD), Barbara Saul (BS), David Bissell (DB)

Actions from previous meeting

- Access to PA page on OPGS website not yet sorted. Completed
- Arrange PTA Annual Membership (insurance)– **ACTION** RB still outstanding
- Banner – complete d
- Forum for Committee Members – **ACTION** BS to arrange
- Rolling presentation to advertise PA –. **ACTION** Need photos BS & RB
- Newsletter, **ACTION** BS to produce early next week
- Golf day for next year, alternative provider & consider partnership with another school HM no update
- Comedy night to liaise with school re dates (BS)Outstanding **ACTION** JP to ask re possible dates

Minutes from previous meeting and AGM agreed

Finances RB shared latest statement dated 30.11.16, funds carried forward £5502
DJ needs to be added, form needs completing **ACTION** RB & DJ.

Events & Fundraising

Completed - Quiz night November 4th 2016, went well, raised £529.40

Planned

1. 16th Dec - Cake Sale / Non-uniform– .Reminder needs to go out to parents (BS), BS to be in first thing to collect cakes along with prefects (JP), DB, DJ SD to sell, be at school 10.15 RB to arrange float. Labels for allergens.
2. Race Night 24th Feb 2017 –RB has been in further contact with companies and arranged an information pack to be sent. We will need sponsors for races, horses, jockeys. Another meeting was agreed for 07.12.16 @ 20.25 @ Barming Bull to further discuss as will need to finalise arrangements before Xmas break.

ACTION RB & BS to arrange email out to parents re sponsorship asap.

3. Easter Raffle 24th March 2017

Prizes 1) £100 2) £50 3) £25, Runners up chocolate eggs

Tickets: £5 per book. **ACTION** PB to arrange printing by 08.02.17 and 1 book to go home with every student (20th Feb) with an envelope for returns . PA needs

to arrange tickets (PB), envelopes (RB) & stickers (RB). JP will arrange form captains to help with distribution.

4. Summer Fair Need a meeting before Xmas dates suggested are 13th Dec (anytime) or 20th Dec (morning) BS & PB & DB?

Ideas how to spend raised funds

- Seating / planting- waiting to hear further info from school
- Defib: SD has sourced Department of Education guidance for schools re having a defib in school and to forward link to JP for school. Within the guidance all info school needs re purchasing and using. Committee agreed to purchase a defib as per the guidance cost £522.44. School to purchase and PA to reimburse. Need a “donated by” tag.

Items from school

- JP to run Oakwood’s Got Talent show in July £1 per ticket, students were nervous about performing in front of parents.
- PA needs events diary so can plan, missed a parents evening last night to do refreshments as we were unaware it was happening and good to have a presence. & events diary ACTION JP to forward electronic diary and once have new academic year diary plan / book PA events asap to avoid clashes.
- Keeping website updated with minutes etc David will you take this on to ensure our page is updated?
- Meeting dates 2017 10.01.17 19:00 @ Barming Bull and 09.03.17 19:00 @ Barming Bull
- AOB - No

NEXT MEETING 7pm January 10th @ Barming Bull Tonbridge Road Barming.

All Welcome