

Minutes of OPGS PA

05/05/16

19:00

Present: Barbara Saul – Chair (BS)
Rachel Bain- Treasurer (RB)
Juliet Priest – school liaison (JP)
Pauline Burton (PB)
Julie Murton (JM)
Liz Donohoe (LD)
Sarah Davis- Secretary (SD)

Apologies: Hazel Piper (HP), David Bissell DB, Harvey Miller,

Actions from last meeting

- Access to PA page on OPGS not yet sorted **ACTION David Bissell unresolved**
- We are yet to register with KM charity –PB advises that as we are not a registered charity then further detail is required including chairman's details **ACTION BS to follow up.**
- Bank account - RB waiting for further info from Bank – almost there

Raffles

- September 16 PB advised that we have a few options – need to state how many tickets we want, the date the raffle to be drawn, what the first 3 prizes are, decide on a design with logo. 28 days to order.

Accounts

RB

- C/f £3739.70
- Golf day - waiting final totals. Approx. £760 Tudor park have been very supportive and allowed us to carry over outstanding monies as low numbers on the day, possibly because of date clash.
- Waiting for the pack from Co-op bank with account details etc
- **ACTION HP** to forward outstanding £43

EVENTS

QUIZ NIGHT

- Next quiz planned for 18th March 17
Mr Housden to be quiz master

GOLF DAY

- HM planning another event in September using a tournament format

EASYFUNDRAISING

- £82 should go direct into our bank account

AUTUMN BBQ

- Plan for a date in September – better take up with new parents
- **ACTION JP** to check dates once new academic year calendar published

TASTER DAY

- 08/07/16 – Tea & cakes – falls within the same week as Literature festival
- Are we advertising early enough
- RB suggested having a table /flier , interest form

OPEN MORNING

- Learning support running open morning for year 7 in NOV **ACTION** date from **JP**
- Personal invites **ACTION BS** to design, JP to talk to Julia Steadman at school

REFRESHMENTS

- Refreshments stocks RB should we have a Booker card. **ACTION RB** Lorraine liaise with Waitrose help RB to email Lorraine and ask
- 22nd June new parents
- Drive for new PA helpers
- **Action BS** Newsletter with all dates

MATCH FUNDING

- **ACTION BS** to put on website

FURNISHING THE FUTURE BANNER

- Waiting for AE to send final winning design. £10 voucher **ACTION RB** to purchase

IDEAS from School

- **Literature Festival** first week in July (4 & 7th)
- PA to run refreshments: Pimms & Cake **ACTION ALL** re volunteering for the 2 dates
- Alcohol licence PB reported back
 - 1 licence to cover 499 people attending, if any under 16's need to be accompanied by adult
 - Apply 10 working days in advance to the LA
 - Notice must be displayed at the event**ACTION BS** to apply for licence
- **Play:** on the 18th & 19th July "RENT"
- Drama teacher, Mr Baker, is keen for a programme to be provided. Need to sell advertising space **ACTION BS** to liaise with Mr Baker re contents and to determine what the school want

NEW BUILD

Building is completed, grass laid. To wait for further direction from school re landscaping. Could we ask a garden centre to sponsor?

AOB

- Communication: BS has installed software for a simple forum which would include all historical events & documents **ACTION BS** to test with volunteers over the next few weeks **BS** to write an idiots guide for committee member team members who need some help 😊
We will need to log in with p/w on our website
- BS to send links to help committee members, IT literacy.....
- Mandy sent link for school lottery **ACTION** SD and PB to r/v

Meeting Dates

28th June

13th Sept

NEXT MEETING 7pm 28th June 16 The Bull Pub on Tonbridge Road, Barming
(SD gives apologies in advance)

All Welcome

MEETING CLOSED