

Minutes of OPGS PA

10/01/17

19:00

Present: Barbara Saul Chair (BS)
Pauline Burton (PB)
Rachel Bain (RB)
Juliet Priest (JP)
Dawn Jull (DJ)
Jane Fraser (JF)
Liz Donohoe (LD)
Sarah Davis (SD)

Apologies: Gill Wlodorski

Actions from previous meeting

- Arrange PA Annual Membership (insurance)–to be posted tomorrow
- Forum for Committee Members – **ACTION** BS to arrange at a future date
- Rolling presentation to advertise PA –. **ACTION** RB to draft ready for forthcoming parents evenings *RB Completed and up and running*
- 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
- Defib – JP to forward detail of school liaison *Completed*

Minutes from previous meeting - Agreed

Finances RB to circulate latest statement

Fundraising to date

- Completed 1) 16th Dec - Cake Sale, raised £167.77
2) Easy Fundraising – total now £191.20
- Planned 1) Race Night 24th Feb 2017 – 19.00 -22.30. Email still needs to go out to parents, school have been asked a couple of times. Company has been selected. We need to sell tickets, races, horses and Tricast. Several sponsors have already signed up Little Purple Unicorns and The Walnut Tree , Cockburn's. DJ' hubby RB's company and BS' company – thank you to all of them. RB to liaise with JP re selling horses to teachers. SD suggested a banner to advertise at future parents evenings to explain what we are doing as no luck selling at Stars in their Eyes event.
2) 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. To use whichever company is the most cost effective. 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. We have previously purchased a lottery licence, **ACTION** RB to check when needs renewing £40.

- 3) Summer Fair, date still to be finalised? 24.06.17 BS & PB to have a preliminary meeting, rearranged for 20.01.17 if date finalised
- 4) Refreshments for parents evenings. Still need volunteers and the Urn needs to be switched on ahead of time. New site manager has been appointed, may be we can ask him.
- 5) Non uniform date – the last Friday before end of term.

Defib, yet to be purchased, some discussion in group re moving this forward as we need to get this sorted to demonstrate how PA can help.

Items from school

- 1) New site team – may be useful for reps from PA to meet the team – group to go in on Friday (*completed*)
- 2) Julia Steadman is the most likely staff member to support admin but be mindful of workload
- 3) Mr Housden has given the school diary to Deputy Head, Anne Lowell, JP to liaise with Anne. Would be helpful for the PA to have significant diary date each academic year in order to prevent diary clashes eg as happened with the Quiz. JP suggested that Sara Bryant and W Cullen will be able to help JP to forward details to Secretary.

AOB

- 1) BS to arrange log in for RB and share google folder
- 2) BS to update flyers
- 3) LD to promote PA at Football Final
- 4) JF to help BS with Facebook and be a Co- Administrator

NEXT MEETING 7pm 9th March 2017 @ Barming Bull Tonbridge Road Barming.

All Welcome