

Minutes of OPGS PA

13/09/16

19:00

Present: Barbara Saul – Chair (BS)
Juliet Priest – school liaison (JP)
Pauline Burton (PB)
Jane Fraser (JF)
Sarah Davis (SD)

Apologies: Rachel Bain, (RB), Julie Murton (JM), Harvey Miller (HM), David Bissell

Actions from previous meeting

- Access to PA page on OPGS website not yet sorted. Need a direct link on community page. **ACTION** JP to speak to Luke Bridges
- We are now registered with KM charity.
- Arrange PTA Annual Membership – **ACTION** BS to arrange
- Banner – as the new one is a horizontal design cannot have pull up like our first one. Transferring the artwork to a banner comes at a cost, quotes £80 - £100. Should be very durable & have eyelets so can hang. Also to ask for a blank space so we can add publicity for next event. Agreed to go ahead.
ACTION SD
- Forum for Committee Members – **ACTION** BS to arrange
- Newsletter – ANOTHER ONE DUE **ACTION** BS to produce
- Spreadsheet with dates – no longer necessary as dates on website
- Direct debit form now available

Finances – RB had forwarded financial statement -shared.
JF has countersigned a couple of items
RB has arranged Pay pal button on website

PLANNED EVENTS

QUIZ NIGHT: October 14th 2016 **Likely to be changed ? 4th Nov, awaiting confirmation from school.**

Questions are ready, Mark Housden quiz master

JP to arrange PA system and microphone, tables & chairs, projector to enable teams to see their scores, rubbish bags, 4 prefects to help, (non-uniform)

Costs £5 per ticket, teams' max of 8. Doors open 7, quiz 7.30 -10. Bring own food & drinks.

Raffle JF running, we have sufficient tickets, need prizes – donations to be requested.

Details - **ACTION** to go on newsletter & email out to parents as previously, BS to email details to school.

JP suggested emailing out to staff & governors. Will 6th form have a team?

ACTION: JP to ask for volunteers to help with scoring from 4 students.

GOLF DAY: October 15th 2016

1. HM all in hand Deposit has been paid

2. Open Morning Oct 15th need refreshments: tea & coffee need volunteers.
Newsletter entry **ACTION** BS
3. Non-uniform and cake sale Dec 17th 2016; need info out to parents to supply cakes and volunteers to man cake stall etc. **ACTION** BS newsletter and for email to go out to parents nearer the time

Review of those completed so far and results – how did we do?

- Play – Programmes only print 100 next time & reduce charge £1. Improve programme content with photos of students rehearsing rather than school photo head shot. **ACTION** PA to do publicity shots next year.
- Literary Festival – low numbers attended. School to decide event for next year & advise PA accordingly.
- Year 7 BBQ -V positive response re BBQ , 200 people attended
10 prefects helped which was brilliant
Parents commented on quality of food & would have paid more
To repeat again next year

Future Events

Oakwood's Got Talent – 25th November 2016

Could we do a programme? Need photos / We need to pay for the printing.

JP advised prefects will be organising. Drama dept. have requested a donation.

Judges - BS, Kevin Moody a governor (JM?), & S. Baker or Dr Watson

Tickets, £4 / £2 to include mulled wine and mince pie.

Auditions etc by end of term Prefects will publicise

Buy tickets on line from 1st Nov – **ACTION** BS put on newsletter, letter to families

Office to collect money – envelope fao PA, email tickets to families.

Race Night 25th Feb 2017

Shared info RB had obtained – all looks very positive, agreed to go ahead with schools approval

We will use a company this first time. RB had 3 quotes back to run a Race Night event. Two quoted £250 and one quoted at £275. Further info included in a brochure which they sent and demonstrates what company able to offer.

JF fed back event she recently attended – v positive

Christmas Raffle

Change to an Easter Raffle

Easyfundraising

Still being used – to continue

REFRESHMENTS

- SD to check Refreshments stocks under stage
- Coffee morning on 10th November – school are providing refreshments but would be good to have a PA representative

AGM

- Still waiting for a date from Sara Bryant to coincide with a school event so the school buildings are open. 21 days' notice. **ACTION** BS to confirm date /circulate

NEW BUILDING

What to spend money on?

JP: pupils would like some benches.

Meet with school to agree items

NEXT Meeting Dates:

- 20TH OCT (depending on AGM date) 2016
- DEC 1ST 2016, 2017- 31ST JAN, 23RD MARCH, 16TH MAY

AOB

BS: SUMMER FAYRE

June 24th 2017, on school field, BBQ, Beer tent, stalls

ACTION JP to ask permission / seek views from Kevin Moody

NEXT MEETING 7pm 20th October Depending on AGM @ the school

All Welcome

MEETING CLOSED