

Minutes of OPGS PA

15/03/16

19:00

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

Apologies: Hazel Piper (HP)

Actions from last meeting

- Access to PA page on OPGS not yet sorted **ACTION David Bissell**
- We are yet to register with KM charity –**ACTION PB** to register
- Gaming licence, RB now has this.
- HP has managed to secure 3 prizes, Mote Park leisure pass, Leeds Castle day pass & ticket for Gravity – response was poor
- Bank account - still outstanding

Raffles

- We are yet to arrange printing / purchasing therefore raffle deferred until September 16
- **ACTION PB** to arrange printing and purchasing tickets
- Chocolate Easter raffle also deferred until next year

Accounts

RB gave a finance report and presented statement of income & expenditure dated 14/03/16

- RB has emailed & posted to every committee member Coop Bank account forms as they all need to be signed individually, but has yet to receive them all back
- All committee members to return completed forms to RB by the end of this term, only forms completed and returned will be committee members. **ACTION ALL TO RETURN COMPLETED FORMS TO RB IMMEDIATELY.**
- School continue to keep money until account opened, RB will collect from school once account opened.
- Funds carried forward £2792.63
- BS yet to claim expenses for prizes for Quiz night **ACTION BS** to complete expenses form

EVENTS

QUIZ NIGHT

- Went well £650
- Mr Housden has volunteered to be Quiz master at future events
- Agreed to hold annual PA Quiz night – every October (2nd Friday before the end of the first time) to try and avoid clashes with 6th form events.
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CAKE SALE

- 18/03/16
- Helpers – **BS** to be at school first thing Thursday & Friday to collect cakes
JM, PB - DB volunteered previously, **LD** will be on stand by
Need to bring a knife, napkins under the stage
RB has made laminated signs

GOLF DAY

- 24.04.16 @ 13.30 (First Tee time)
- HM advised all ready to go
- Need to pay £320 deposit before Easter – once signed contract we are committed **ACTION**
RB to arrange signing contract and paying deposit
- Fliers have been produced
- £40 pp. Includes coffee & bacon roll from 12.30 – 13.15 with £10 going to PA
- Still need raffles prizes and sponsors always welcome. **RB** to ask in Golf store
- **ACTION BS** to promote on Facebook and website, **JP** to arrange email out to parents
- Numbers are required 3 days before – balance can be paid on the day

EASYFUNDRAISING

- Raised £47
- Advertised on our Facebook and Webpage

SUMMER BBQ has now become 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
- Further discussion at next meeting (query link with new build?)

TASTER DAY

- 08/07/16 – Tea & cakes – falls within the same week as Literature festival
- **ACTION JP** to check detail re time and how parents will be aware
- Concern re how many parents will attend as often on taster days parents will not come to the school to enable pupil independence.

REFRESHMENTS

- Stocks running low
- Need to set up by 15.30 to catch early arrivals and was most popular time
- To run in 2 shifts as 4.5 hours

- Agreed not to do 6th form evenings as poor return as parents only attend for a very short time

MATCH FUNDING

- **ACTION BS** to put on website

FURNISHING THE FUTURE BANNER

- AE hopes to have all the entries back by the end of term, will select best so PA can choose the winner **ACTION SD** to liaise with AE re winning entries

100 CLUB

- No one able to take this forward – volunteers needed

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
- Need alcohol licence to sell Pimms **ACTION PB** to investigate licensing (£25 for 1 person who must be present throughout the evening, query single use???)
Hope to get non – school attendees
- **Play:** this year is “RENT”
- Drama teacher, Mr Baker, is keen for a programme to be provided. Need to sell advertising space
- A4 glossy booklet £50 per page £25 per half page possibility
- Programme to be £2 each
ACTION JP to liaise with Mr Baker re contents
- Would we consider running a RACE NIGHT/ COMEDY NIGHT
- Race Night Feb 17, Comedy Night after Easter **ACTION JP** to liaise with Mr Baker
- Would we consider helping with landscaping outside the new build / sponsor a plant
- Build all on schedule – further liaison with school **ACTION BS & JP**

AOB

- Membership of PTA – this includes insurance for events, is this duplicated by school insurance? **ACTION BS** to check with Sara Bryant
- Does anyone have the helper list????
- Problems with everyone getting emails LD never gets the group emails, some members responses go into others junk mail
- **ACTION BS** to investigate a forum via “WhatsApp”

NEXT MEETING 7pm 05/05/16 The Bull Pub on Tonbridge Road, Barming

All Welcome

MEETING CLOSED

