

## Minutes of OPGS PA

28/06/16

19:00

Present: Barbara Saul – Chair (BS)  
Rachel Bain- Treasurer (RB)  
Juliet Priest – school liaison (JP)  
Liz Donohoe (LD)  
Jane Fraser (JF)

Apologies: Julie Murton (JM), Pauline Burton (PB), Harvey Miller (HM), Sarah Davis (SD)

### Actions from previous 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.**
- Arrange PTA Annual Membership – **ACTION BS to arrange**
- MatchFunding – this has been communicated in newsletters and this will continue in the future. Details are also on the website
- Bank Account – now up and running, awaiting the school to transfer the money and provide details of the balance **ACTION JP to follow up with Sara**
- Booker Card – the school would need to sign off the PA having a card. It was decided as some members have a business account with Bookers it was not necessary for PA to also have one.
- Licence for Alcohol – all in place
- Banner – BS now has final version of print. Need to decide what type of banner – RB suggested perhaps a magnetic roll-up banner with print at top then we could change posters advertising events. **ACTION: SD to investigate**
- Forum for Committee Members – **ACTION BS to arrange**
- Newsletter – **ACTION BS to sort for next week**
- Spreadsheet with dates – in progress **ACTION BS**
- Lottery – **ACTION PB to follow up suggestion from Tracey**

### Accounts

- Account live just waiting for school to transfer funds. RB has changed the security on the account so that 2 people need to approve every electronic transfer/payment from the account.
- Up to date Finances will be circulated when the School have notified RB of breakdown of balance **ACTION RB**

### Website

BS to add a 'button' on website where people can notify us of how they would like to help (bake a cake, refreshments etc)

BS to update with forthcoming events

A parent asked if they could just make a donation. **ACTION BS to see if we can add a DD form on the website**

### Facebook

6 new parents added since the New Parents Evening.

Have a voucher for a free family swim at Mote Park Leisure Centre that runs out at the end of August 16 so BS will run a competition where all new additions to Facebook page get entered into a draw for the ticket

### **EVENTS**

#### QUIZ NIGHT

- Next quiz planned for Friday 14<sup>th</sup> October 2016
- **ACTION BS to arrange questions, SF to help organise with raffle etc**

#### GOLF DAY

- HM planning another event in September – awaiting confirmation of date **ACTION HM**

#### EASYFUNDRAISING

- £106 to date, most of which should soon be in out bank account

#### AUTUMN BBQ

- Planned for Friday 9<sup>th</sup> September
- LD raised whether everyone on BBQ needed a food safety Certificate (since meeting LD has confirmed you do not)
- JP to see if any teachers can help out
- RB to organise BBQ event liaising with JP and prefects

#### REFRESHMENTS

- RB to check Refreshments stocks at end of August ready for next term
- LD to purchase remaining refreshments for Pimms & Cake evening – lemonade, mint, orange, strawberries, plastic glasses
- RB to purchase ice
- RB to request again for someone else to take over organising helpers for refreshment evenings
- Coffee morning on 10<sup>th</sup> November – school are providing refreshments but would be good to have a PA representative

#### FURNISHING THE FUTURE BANNER

- Amazon voucher to be presented by staff to winner at end of term assembly

#### IDEAS from School

- **Play:** on the 18<sup>th</sup> & 19<sup>th</sup> July "RENT". BS has organised the printing of the programme with advertising space. **ACTION BS to promote and sell the advertising space**
- Talent Show. JP suggested a Talent Show to replace the Comedy Night on Friday 25<sup>th</sup> November to give children lower in school an opportunity to participate in events. Something

similar was held at Simon Stock and was successful; they charged £4/adult, £2/child. **ACTION JP to double check Kevin Moody is happy to hold event and to double check date.**

#### AGM

- To be held in September. ACTION BS to ask Sara for a date, RB to check notification period in constitution.

#### NEW BUILDING

- JP mentioned that the pupils would like some benches.
- **ACTION BS to arrange a trip round the new building for those PA members interested**

**NEXT MEETING 7pm 13<sup>th</sup> September 16 The Bull Pub on Tonbridge Road, Barming**

**All Welcome**

MEETING CLOSED