

OPGS Parents Association
Minutes of meeting 18 June 2014

In attendance	Harvey Miller (HM)	Hazel Piper (HB)
	Sara Bryant (SB)	Pauline Burton (PB)
	Michelle Tipp (MT)	Barbara Saul (BS)
	Rachel Bain (RB)	Jane Fraser (JS)
	Sarah Davies (SD)	Liz Donohoe (LD)
	Lorraine Robinson (LR)	

1.	<p>Review of Previous Minutes.</p> <p>Minutes agreed.</p>	
2.	<p>Update from Sara Bryant</p> <p>SB advised that some purchases had been made on behalf of OPGSPA, such as tea, coffee, silver trays etc.</p> <p>SB advised that on Thursday 17 July there would be a Careers Fair for Year 10 and it may be possible for the PA to provide refreshments. SB to determine if 6th form were already covering this event.</p> <p>Discussion took place regarding article for Kent Messenger. A photo would be taken at the next meeting to be submitted to the KM together with an article written by the PA.</p> <p>SB provided copy of draft constitution. Liz Donohoe and Pauline Burton ave agreed to review.</p> <p>SB to provide electronic copy for circulation by LR.</p>	<p>Action S Bryant</p> <p>Action All</p> <p>Action S Bryant L Donohoe P Burton</p>
3.	<p>Launch Event</p> <p>It was decided not to go ahead with the launch event proposed for 19 July 2014 and to defer the rounders until 2015.</p> <p>SB advised that Barming Football Club had used the school fields recently for a tournament and had said they were happy to share gazebos, BBQs etc in future with the PA.</p>	
4.	<p>Golf Event</p> <p>All agreed this was a good event to organise and 7 September 2014 is the proposed date.</p>	

	<p>Harvey Miller to check with West Malling Golf Club if there were handicap requirements or age limits.</p> <p>There will be £50 non-refundable deposit to secure the event. HM will confirm availability and SB will arrange payment.</p> <p>HM to produce an entry form which will be returned to the Finance Office, FAO Claire Miller.</p> <p>A package of Bacon Rolls and coffee pre golf and a light lunch was agreed upon. The actual cost will be £32 but entrants will be charged £40. There will be a limit of 50 entrants based on a first come first served basis.</p> <p>Flyers to be produced.</p> <p>Barbara Saul agreed to source some donations. SB agreed to forward a list of regular donators to the school to BS</p>	<p>Action H Miller</p> <p>Action H Miller S Bryant</p> <p>Action H Miller</p> <p>Action ??</p> <p>Action B Saul S Bryant</p>
5.	<p>New Parents Evening – 25 June 2014</p> <p>It was agreed that we would provide refreshments at this event. SB/MT have purchased soft drinks, coffee, tea, biscuits and sweets for the evening.</p> <p>Items will be purchased with a donation.</p> <p>It was agreed that the following volunteers would attend the event.</p> <p>Kate Copeland Gill Lowdarski Lindsay Prestage Liz Donohoe Barbara Saul</p> <p>Refreshments should be available from 7 pm so please arrive for 6.30 pm.</p> <p>Two tables would be set up, one for refreshments and the other to promote the PA.</p> <p>OPGS PA Expression of Interest forms would be available on the night and copied by the school.</p> <p>BS to look at producing a poster for the evening and updating Expression of Interest form with social media contacts.</p>	<p>Action K Copeland G Lowdarski L Prestage L Donohoe B Saul</p> <p>Action OPGS</p> <p>Action B Saul</p>

6.	<p>School Uniform morning – Saturday 28 June 2014</p> <p>Refreshments would be provided and purchased with a donation.</p> <p>It was agreed that the volunteers would attend for 2 hour slots as follows:-</p> <p>8.30 – 10.30– Pauline and Hazel 10.30 – 12.30 Sarah, Barbara and Julie Murton 12.30 – 2.30 – Lorraine and Jane</p> <p>OPGS PA Expression of Interest forms would be available on the day and copied by the school.</p>	<p>Action P Burton H Piper S Davies B Saul J Murton L Robinson J Fraser</p> <p>Action OPGS</p>
7.	<p>OPGS PA Lanyards</p> <p>Sara agreed to arrange for 12 lanyards to be produced.</p>	<p>Action S Bryant</p>
8.	<p>Future Events</p> <p>Non School Uniform A non-school uniform day was suggested as an easy way to raise funds. A £1 donation would be required.</p> <p>Post meeting it has been confirmed that this can go ahead on 18 July. Proceeds to be split 50/50 between the PA and the school's nominated charities.</p> <p>Quiz Night A quiz night with a difference is proposed for Friday 17 October. LR and HM agreed to work on this.</p> <p>Autumn Concert Refreshments to be provided at the Autumn Concert. Date TBC.</p> <p>Auction of Promises BS agreed to investigate running an Auction of Promises throughout the year.</p> <p>Murder Mystery Evening A Murder Mystery Evening was proposed for Saturday 28 February 2015. Rachel Bain to investigate with Pauline Burton supporting.</p> <p>Cricket event A 20/20 cricket match between adults/teachers vs 6th formers was suggested. Michelle Tipp to explore legislation.</p>	<p>Action H Miller L Robinson</p> <p>Action B Saul</p> <p>Action R Bain P Burton</p> <p>Action M Tipp</p>

	<p>Rounders</p> <p>A family rounders day for July was agreed. Date TBC.</p>	
9.	<p>Items for next meeting for consideration</p> <p>Standing item for the agenda should be a Finance Report</p> <p>Consider producing a data base of events/items that proceeds should be donated to. Look at Rochester Maths website for details of their expenditure for ideas.</p>	<p>Action All</p>
10.	<p>Date of next meeting</p> <p>8 July 2014 – OPGS at 7 pm.</p> <p>Please forward your availability and any agenda items by 3 July 2014 to Lorraine Robinson.</p>	<p>Action All</p>