

OPGS PARENTS ASSOCIATION
Committee Meeting
Tuesday 17th November 2015 – 19.00 HRS

In attendance:

Barbara Saul	Juliet Priest
Rachel Bain	Liz Donohoe
Hazel Piper	Sarah Davis
Jane Fraser	

Apologies:

Harvey Miller	Julie Murton
David Bissell	Sarah Cooper
Gill Wlodarski	Tracey Allan
Pauline Burton	

School function dates

Hazel has a few people for each of the Year 7 Parents' Evenings (30th Nov and 1st Dec) in order to spread the word. She will also run a raffle over both evenings with a hamper as the prize. She will review needs for next year's functions in the new year.

Hazel reported that at the last refreshments evening the sixth-formers were also there to do refreshments, so £50 of the takings were donated to their charity. The additional £10 was passed to Rachel as our proceeds from this event.

Rachel to buy a storage box for our refreshment stock as well as for the banner and leaflets to go under the stage.

Finance

Rachel to set up a community bank account with The Co-operative Bank. Rachel, Barbara, Jane and Hazel to be signatories. We need to provide the following for **ALL committee members** – please send this information to Rachel as soon as you can:

- Name
- Address
- Date of Birth
- Nationality

Constitution

After review this is now in place and attached with these minutes.

Communications

We still do not have access to update the PA page on the school website. **Barbara** to provide updated content to Ed Solly in case they need/want to do this themselves, and to keep at it!

Juliet has organised for the Head Boy, Will, and Head Girl, Chloe, to be our **6th Form liaisons**; they will come along to the next meeting.
The banner has arrived; this will be stored in the under-stage storage box.

For the second banner, **Sarah D** will put together some notes with our aims/objectives and forward to **Juliet** who will then pass to Andy Edwards (Head of Art) for the competition. Prize to be agreed.

Events

- **Cake Sale:** confirmed for Friday 11th December in the Quad and Hall during break time (10.50 – 11.10). To collect in cakes on day before. Sixth Formers to help on the day, need to liaise with Chloe and Will – it will be manic. Cakes for 50p each/per portion, usually.
- **Murder Mystery evening:** following Juliet's chat with Shaun we need to consider next steps for this. The options seem to be to include more improvisation and perhaps move the date to 4th March.
- **Quiz Night:** Juliet has come back with a suggested date of 4th March 2016. For discussion, though I replied that this was probably too close to the Murder Mystery and a term 5 date would be more useful.
- **Proposed Spring Cake Sale/Non-Uniform Day:** **Juliet** has said that Friday, 18th March 2016 should be fine for this and will talk to the 6th form about helping again.
- **Golf Day:** **Barbara** to follow through to see if **Harvey** would like to run this.
- **Taster Day Tea and Cake for Year 6 Parents:** this will be on 8th July.
- **New Parents Welcome BBQ/Event:** **Juliet** has come back with suggested date of 15th July 2016, in the Quad, perhaps with music.

Other Fundraising

- **Easyfundraising:** this is now set up and details will be added to the website, Facebook and on the next newsletter.
- **Raffle at Year 7 Parents' Evening:** **Hazel** to put together a hamper and sell raffle tickets on the two evenings (30/11 and 1/12) at £1 per strip. **Barbara** to get leaflets, banner and the raffle ticket books to the school for this (may be in the storage box by then).
- **Easter Raffle:** Sara Bryant suggested a raffle may be worthwhile. In the first instance, **Hazel** to look into legalities – i.e. do we need a license.
- **100 Club:** **Sarah Connor** needs someone to work with her on this in order to move forward.
- **Matched Giving:** **Barbara** to check the find list of known organisations that support this so we can then ask on the website, Facebook and in the next newsletter.

- **Juliet** suggested the idea of the PA working on a programme for the next school production and selling advertising within this. She will run this by Shaun and find out the date(s) involved.

AOB

Prizes: we agreed that a team of people working on this would be useful, to contact businesses, etc.

KM Charity Team: Agreed to register for this again so that we may be included for their Treasure Chest of prizes.

Juliet advised that the 2016/2017 school year calendar goes out in June/July so we will consider events for that year at the May 2016 meeting so we can put our dates forward in good time.

We desperately need a secretary so will advertise this as widely as we can.

Meeting closed

Next meeting is Thursday, 14th January 2016