

Minutes of OPGS PA

26/01/16

19:00

Present: Barbara Saul – Chair (BS)
Rachel Bain- Treasurer (RB)
Juliet Priest – school liaison (JP)
Hazel Piper (HP)
Pauline Burton (PB)
Gill Wlodarski (GW)
David Bissell (DB)
Sarah Davis - Secretary (SD)

Apologies: Julie Murton
Harvey Miller (HM)
Tracey Allan

Minutes from last meeting

- DB to take over getting access to PA page on OPGS website. BS to introduce, etc.
- BS to register for KM Charity Team treasure chest.

Raffles

- A gambling licence is required, cost £40 from Sevenoaks licensing partnership
- RB to apply / purchase
- One book to cost £5
- To send 2 books home with each student
- Top 3 prizes will be printed on tickets £100 - £50 - £25
- Aim for 25/03/16
- HP to send a donation request letter out to local business' / companies to establish a pool of prizes that we can use at future events
- BS has a link for central request point

Accounts

RB gave a finance report and presented statement of income & expenditure dated 25/01/16

- Bank account still needs opening, waiting for final monies from school
- RB to discuss with Sara
- 2 committee members; Liz Donahue & Sarah Cooper, need to submit their details to Rachel (full name, address, DoB, Nationality - Action Liz & Sarah Cooper)
- £215 profit in first four months
- RB has devised an expense claim form so if any member has any expenses to claim form to be completed – form will also be available on line – RB and BS to arrange

EVENTS

QUIZ NIGHT

- 04/03/16 confirmed at £5 pp

- JP to liaise with school re selling tickets & setting up the hall for the night
- Harvey Miller has forwarded tips to BS
- BS to write questions and will be Quiz master
- 8 rounds plus a table top questions
- JP to ask Dep HT Mr Housden if he will help
- Raffle and heads and tails (SD to do head and tails)
- BS will publicise in PA newsletter before half term

CAKE SALE

- 18/03/16 (will regularly be the Friday before the end of term)
- Profits to be shared 50:50 with 6th Form
- JP to advise Will & Chloe of the date & to request their help as before
- This will also be a non-uniform day (all profits to PA)
- Volunteers needed. DB & PB able to help

GOLF DAY

- HM happy to arrange again this year – he is waiting to hear back from Mr Keeling-Jones re dates. (? Weekday, ? W/E ? after the end of the football season)
- BS will investigate possible prizes

100 CLUB

- BS to liaise with Mandy Harris & Sarahh Cooper have expressed an interest

EASYFUNDRAISING

- Raised £22
- Advertised on our Facebook and Webpage

SUMMER BBQ

- 15/07/16 – new parents welcome event –
- Further discussion at next meeting

TASTER DAY

- 08/07/16 – Tea & cakes
- Further discussion at next meeting

REFRESHMENTS

HP to continue arranging and organising refreshments for parents evenings etc

MATCH FUNDING

RB to forward to BS a list of companies that sign up to matchfunding for newsletter

FURNISHING THE FUTURE BANNER

SD has heard back from Mr Edwards needed a couple of points clarifying

- To be Years 7,8,9 art and graphics
- A3
- Design will be reproduced as drawn so true likeness
- No charge to submit design
- To be run in the first 3 weeks of next term
- Mr Edwards to design a leaflet to publicise

AOB

- PA Lanyards are in the storage box under the stage
- Dates of future meetings, Tuesdays are difficult for school – BS to liaise with school, may meet at an alternative venue

MEETING CLOSED