



AGENDA 2nd November 2017 19:00
The Bull Pub at Barming

Present: Barbara Saul, Chair
Jane Fraser, Deputy Chair
Rachel Bain, Treasurer
Lisa Pilcher, new volunteer, welcomed
Sarah Davis, Secretary

Apologies from Alison Smith & Kathy Witherington

REVIEW OF LAST MINUTES & OUTSTANDING ACTIONS

Actions from previous meeting

- a) Defib ; need photo JP to do – No progress ACTION Juliet – can you advise please?
- b) Comedy night – after some discussion we agreed to put this on hold until we have more volunteers and finding a suitable date has been a challenge. No further action at this time.
- c) Gin evening RB has further researched and needs further info. RB has contacted local producers, Anno, who are based in Marden and they may be interested, Lady who needs to be participating in the discussion is currently on A/L. Would need a venue. RB will further discuss with Fredericks but they already hold their own Gin evenings and we would need to avoid a conflict of interest. Anno may be able to support us with a licence and they have supplied Gin to Fredericks so we could work in partnership with both. Fredericks are likely to want to hold it on a Mon or Tuesday, 50 parents expressed an interest in the PA questionnaire.
- d) 100 club –on hold until more volunteers., no further action at this time.
- e) Facebook revamp . JF is maintaining, parents are sharing & people joining all the time. BS has boosted. No further action needed at this time other than to keep it updated which JF will do.
- f) Robot club – any progress? No progress or response as to whether the teacher is still interested. To f/u if we get a response.
- g) Cake sales; PA will have theirs and 6th form will have separate dates.

FINANCES

RB circulated the updated finances as at 31.10.17 £2392 in credit which includes the carry forward.

EVENTS

- Nov 3rd 2107 – **Quiz Night**: JF arranging; 60 + people have bought tickets - 19.10 -22.00
- November 16th 2017 – **cake sale** BS 29 parents volunteered via the parental q'aire - ACTION BS to ask school to email parents and put a Notice on Facebook. RB to email BS with names of parents who had expressed an interest in cake sales;
- **Gin Night** in Feb once we have further info , date to be agreed as will be determined by venue.
ACTION RB
- February 23rd 2018 – **Race Night** Start preparations now

- ACTIONS :
- 1) JF to get DVD & tickets with race nos.
 - 2) RB to print Tri cast sheets.
 - 3) Sponsorships, JF to email re race sponsors e.g. Whitehead & Monkton, The Old Dairy Brewery , LP to ask another parent
 - 5) LP to update booklet & to email the parents that expressed interest,

- March 14th – **cake sale**
- March 16th 2018 – **Non-uniform or tie-less**. ACTION BS to check with school if we could offer to be “tie-less” if some students do not want to be non uniform.
- 12th May **Spring Ball** - RB
 - This will include dancing, 3 course meal and there will be a bar, casino and silent auction.
 - RB has contacted 6 companies re running a casino as we need to book asap, would run between 22:00- 01:00. Some replied and quotes ranged between £375 - £550 . Casino Craig the Croupier who ran the other casino which RB organised quoted £350 so it was agreed to use the same supplier.
 - Will need Flyers, brochures, Tickets to be printed (want proper tickets as a Ball) cost will be £50 to get tickets printed. LP has a client who does printing, postcard size tickets , LP to ask whether they would be able to produce. Cost is £40pp early bird by end of February, £45pp after.
 - Sandra Diamond , a parent has produced art work to advertise the Ball.
 - Discussion around having a backdrop, a lot of additional cost for little benefit.
 - Capacity 140 at The Village; aim for 120 attendees
 - Photographer: is there a parent in the school who is a professional photographer? To ask via Facebook and Newsletter
 - Profit: The Village charge £28.50 pp so our profit will be based on number of tickets we sell minus £28.50 pp & minus all other expenses. The hotel donates a room for the night so this will be a prize.
 - Silent Auction – we need to gather lots. BS to put in newsletter any parents able to donate, suggestions., Contacting businesses.
- June 15th – **Cake sale**
- June 24th – **Summer Fayre** . PA to decide in Jan whether this is viable LP suggested a smaller version that is just for the students, long lunch donate prizes.

MATTERS ARISING

- Promoting Events – We need to ensure we promote / advertise events in a timely way to ensure plenty of notice and maximise potential for fund raising.

Could 1 person take on an event each and create a timeline with the organisation

LP suggested, “classlist.com”

How do we ensure we capture all parents, could we ask for a list of every parents email with the yearly update form – so parents volunteer their email address on the student information update form, SD to ask school to include this (email sent ✓)

- 2nd hand uniform

BS has had another chat with Tony, Site manager; ACTION BS to get a price for a container,

- Communications ACTION BS to set up a group email. “opgsa@gmail.com”
- Newsletter, ACTION BS to write after the quiz night and will include asking ask for sponsorship, volunteers, bakers, photographers.
- Scheduled Parents evenings - Refreshment volunteers
ACTION LP to organise a refreshment rota using the list of parent email addresses that volunteered in response to the parents questionnaire.
 - Year 7 Nov 27th and 28th
 - Jan 18th 16.00 -19.00 (Year 9)
 - Feb 1st “ “ (Y11)
 - March 5th “ “ (Y8)
 - March 6th as above
 - June 4th exact date tbc (Y10)
 - June 11th exact dates tbc (Y7)
 - June 20th New parents evening 7pm

Spreadsheet to go on google shared documents .

PA Meeting dates for the forthcoming year 11th January, 8th March, 3rd May, 21st June.

(Academic year: Dec 19th last day of Autumn Term, Spring Term 4th Jan -28th March (Half term 12th -16th Feb), Summer Term 16th April – 20th July (half term: 28th May – 1st June))

Next meeting / venue: 11th January 7pm at The Bull Pub, Tonbridge Rd Barming