

Meeting 12/06/17

Minutes

Present: - Ann Clark (AC), Sarah Cole (SC), Paul Smith (PS), Shireen Velangi (SV), Gloria Coton (GC), Judith Bruce Golding (JBG), Susan Pallister (SP), Hermine Graham (HG) Sapna D'sa (SD) Judith Buckley (JB)

Apologies: - Linda Lefievre, Dawn Quinn, Lindsay James, Saira Butt, Ruksana Baig,

Ann Clark welcomed everybody to the meeting.

Previous Minutes

The minutes of the meeting on 27th March 2017 were proposed as accurate by SP and seconded by SC.

Matters Arising

- Volunteers for Film Night 2018
- Uniform Sales
- Thirds Christmas Disco

(All of the above were covered under the section Future Events – See Below)

On-going Issues

Gift Aid /Barclays Life Skills (formerly Barclays Pound for Pound)

SC confirmed that in the previous PA meeting there was feedback that the school could not seem to gain access to any information regarding gift aid for schools from Barclays website. It was agreed to close this agenda item.

PA Trust Fund

SP had received information from HG regarding the PR lead at the University of Birmingham. SP secured Professor Alice Roberts, Professor of Public Engagement to present an inaugural lecture to the girls and parents.

This event took place on 7th June 2017 at the PAC. SP reported that the event was well attended with 300 tickets distributed. The girls enjoyed the lecture and it was deemed to be received particularly well.

A discussion was held regarding the amount of funds that could be used for future speakers. It was agreed a maximum contribution of £5,000 could be used for each lecture. It was agreed to review this decision in 12 months.

Action: PA Committee to review use of Trust Fund to support lecture presentations in 12 months (June 2018)

SP confirmed she had booked Dominic Sandbrook, Social Historian was provisionally booked for the Autumn Term.

Action: SP to confirm date of lecture

AC requested that a further lecture be provided by a female speaker. It was agreed SP would enquire if Rt Hon Baroness Shami Chakrabarti would be available for October 2018.

Action: SP to enquire of S. Chakrabarti's availability to give a lecture in the Autumn Term 2018

Update: SP has successfully booked Shami Chakrabarti to give an inaugural lecture on 11th October 2018.

Future Events

Open Morning – Saturday 24th June 2017

Volunteers for the Open Morning were confirmed as Claire, Sarah Hunter, Sarah Skilling and Ruksana Baig. The Open Morning commences at 9.45am and closes at 12.00pm.

Update: The Open morning was held with PA members present to support.

Admissions Day 28th June 2017

Volunteers for the Admissions day were confirmed as Gloria, Paul and Sarah. The details provided in the short presentation as given by Gloria were discussed. GC and SP to review and update as necessary.

Update: Admissions Day held with PA support. Uniform sale also held at this event. GC confirmed the event was busy and the sale of uniforms raised £33.

Sports Day 10th July 2017 at 2pm

It was agreed that the PA would support the event by offering to sell drinks and some sweets to the girls. AC confirmed the parents were invited to attend the Sports day this year. GC agreed to check the stock remaining from previous PA events to see if further stock was required.

Action: GC to check drinks and sweets stock

Open Morning – Saturday 23rd September 2017

AC confirmed the event will start at 9.30am and volunteers from the PA to serve drinks and speak to parents would be welcome. The event commences at 9.30am and finishes at 12pm.

Action: PA members to volunteer to serve tea and coffee at the Open Morning. SC to send a request to all the PA members via Whatsapp.

Thirds Parents Welcome Evening – 2nd October 2017

AC confirmed to the PA the event is to be held on 2nd October and again PA presence on the evening to support would be welcome. Further details are to follow.

Thirds Christmas Disco – 1st December 2017

AC informed the PA Committee the event had been booked for 1st December 2017. SP to check with Jane Williams this was confirmed in her diary to help support the event.

Action: SP to check event listed in diary with Jane Williams

Autumn Term - PA Event

A discussion took place if it was a suitable time to hold a family event supported by the PA in the Autumn Term, based on previous years this having been the case. It was agreed that there were already events taking place in the Autumn term that required PA support and another event that required a substantial amount of organising and co-ordination may be better suited to take place in the Spring Term. It was agreed that a family event before Easter would be more suitable.

Action: SC to place 'Spring Event' on the agenda for next PA meeting

Old Edwardians' Carol Service - 14th December 2017 at 7pm

AC confirmed this had been booked and requested PA support if possible to serve drinks and mince pies as done in previous years. PA members to volunteer

Action: Requests for volunteers to take place via Whatsapp in the Autumn Term

Uniform Sale

Volunteers for the uniform sale taking place at the Admissions day are required. It was agreed to request these via the Whatsapp group. It was agreed to hold the sale for 1 hour from 4.20-5.20.

Action: GC to request volunteers to support the uniform sale

Treasurer's Report

PS tabled the Treasurers report, identifying the current assets for the PA amount to £8066. This is due to the successful fundraising events that have taken place, incorporating the Quiz night, Uniform sales, the Christmas Disco and Movie Night. This means there is an increase in fundraising income for 16/17 (56%) in comparison to 33% income for 15/16.

PS raised the issue of auditing the accounts and if the expectation was to undertake this annually. AC advised PS to liaise with Jenny Butterworth who would link with Rob Church to confirm.

PS confirmed he had now created a float for the Uniform Sale.

Action: PS to liaise with Jenny Butterworth regarding the auditing of the PA accounts.

A.O.B.

Review of PA Membership and PA information (booklet and Website)

SC informed the Committee the PA agenda and minutes were currently being distributed to a list of approximately 40 members. It was noted some of the members have not been in contact for a period of time. It was agreed that SC should contact all on the list and confirm if they would still like to receive the PA minutes and continue to actively participate in PA events.

Action: SC to email all PA members requesting confirmation of their wish to continue to receive PA minutes

The information regarding the PA that is shared in the school PA booklet and on the school website was tabled. AC requested this be reviewed by PA members present and feedback comments so any revisions could be made.

Action: PA members to send any comments to SP

KEHS Parents' Association

Cycle Proficiency Scheme

AC informed the PA there was the opportunity to have a cycle proficiency event at the school for the girls which included a 2 day free event by Birmingham City Council. AC asked if this would be considered of interest to the girls. The PA agreed this was a good idea to hold an event such as this. AC confirmed it may be held during the October term.

Date of Next Meeting

The next meeting will be held on **Monday 6pm on 11th September 2017**