

MGS PA Meeting Monday 1th March 2019

1. Present – Sarah Hudson (Chair), Charlotte McClymont (Secretary), Jo, Helen, Kelly, Sherry, Michael, Jennie, Paul, Steve (Treasurer), (sorry if I missed anyone)
2. Apologies for absence – Heather, Karen, Jacqueline, Mark, Caroline, Emma, Maria,

Item	Purpose	What	Who?	When?
Minutes of the last meeting (Monday 4 <sup>th</sup> February 2019)	Constitutional	Agreed	Char	Filed
Matters arising: Parent survey	Engagement	Paul has emailed Mr Young regarding access to survey monkey but has had no response to date. Sarah has been advised that the school will send it out as we can't have access to the school's survey monkey. Paul to give school a paper copy so that they can set it up and send it out	Paul	By end of term 4
Treasurer's Report	Financial	Just under 40k in bank and floats Spare funds are approx £23 (rest is allocated) Steve requested a food and drink inventory following Spring Fayre Independent examiner (John Hoadley) due to examine accounts for 2017-2018 by next meeting	Steve	By end of term 4
Headmaster's Report		Postponed as he was held up at a school event		
Feedback on Quiz	Future event considerations	Made approx £1500 profit as still some monies to be paid out. Good night and Sarah got the food from Morrisons at Park Wood. They gave us £80 of free food. Char to write to thank Sharon Sidebottom. Ran out of red wine and bitter. Paul would like to thank the prefects who were very enthusiastic and helpful. Mark please do this on our behalf. Paul says we need more ground floor storage for these events and that we need to date the boxes of food and drinks so that we use the older	Char  Mark	18 <sup>th</sup> March  Asap

		ones first so that they don't go out of date. Consensus was that we would rather sell out than be left with lots of alcohol. Michael suggested that we buy our own bins for use for rubbish and ice bins for events.	Sarah	By 30 <sup>th</sup> March
Spring Fayre – Saturday 30 <sup>th</sup> March 2019	Planning	Raffle tickets are now on sale Sarah has had a chocolate basket donated. Cakes should come in on 29 <sup>th</sup> March Chocolate tombola donations 15 <sup>th</sup> March Toiletries tombola Jennie going to fill a jar with sweets. Busking station Mother's day stall selling primulas for £2.50 Char and Sarah to plan the prizes and consolation prizes Jennie, Helen, Kerry, Steve, Paul, Michael can help, 9-3 if possible. Second hand uniform shop-Jennie  Please let Sarah know if anyone else can help.  Sarah to ask if there is any available space in school that we can use to store donations and the larger games from Friday 15 <sup>th</sup> March until Saturday 30 <sup>th</sup> March?	All to sell raffle tickets please  Jennie, Char and Sarah to meet to do stall plan  All  Sarah to discuss with Mark	By 30 <sup>th</sup> March  By 23 <sup>rd</sup> March  ASAP  By 15 <sup>th</sup> March
Boot Fair	Future event consideration	Sarah advised that Mark is keen on this idea to raise funds. Committee are very concerned about the amount of rubbish that gets left behind. Discuss when Mark present	Mark	Next meeting
100 Club	Fundraising and our profile	Numbers sold are going down. Give out slips with details at the spring fayre. Allocate a prefect to that job Caroline can you please make half an A5 flyer for us to hand out please? With details and information for how to join	Caroline	By 30 <sup>th</sup> March
Bon Giovi tribute	Fundraising	Tickets on sale for Friday 17 <sup>th</sup> May Please share details on Facebook accounts	All	17 <sup>th</sup> May

Theatre trip	Social event	29 <sup>th</sup> May Come Fly Away. Tickets on sale now. Please promote	All	29 <sup>th</sup> May
Recycling schemes – clothes/toners/coins/ donations	Fundraising and raising the profile	Going well remind parents that they can bring these items to the Spring Fayre. Can we send out a school comms early Thursday 14 <sup>th</sup> March so parents can pick up donations for 15 <sup>th</sup> if they haven't already?	Sarah	13 <sup>th</sup> March
Changes needed to Constitution	Constitutional	Sarah to send out the constitution to members to read through and make suggestions to be discussed at the next meeting. If you have suggested changes to make please email Charlotte on bayleaf2@aol.com	Sarah email constitution then All to email suggestions to Char	22 <sup>nd</sup> April
Any other business	Regularity of meetings	Proposed that we consider meeting every term rather than once a month? May be a constitutional issue so consider for future Paul to provide drop box username and password to members so that we can view documents.	All to consider	By 29 <sup>th</sup> April
	PA capacity	Does the PA have the capacity to provide refreshments at events such as parents' evenings? Do these make money? Discussed this and returned to storage issue. Could the business enterprise students do it? Michael to investigate business enterprise idea where PA provide a float which would be paid back Or could the refectory do it?	Michael	By 29 <sup>th</sup> April
	Pupil awareness of PA	Raised issues of students throwing raffle tickets away. Do the children know what we pay for as a PA? Could we offer a reward for the most tickets sold? Sarah advised that Mark will be speaking to the students about what the PA raises funds for and what we have bought recently is assemblies.  Is there an online raffle ticket system to avoid them being thrown away? UPDATE there is a company called raffle creator that appears to	Mark	Asap

		do exactly what we would need but they price in dollars so I have emailed them to see if they do a UK option. The link is here <a href="https://rafflecreator.com/how-it-works">https://rafflecreator.com/how-it-works</a> One to consider for the future.		
Promoting the PA	Marketing	Information sheet on what the PA does. Kelly to mock up a design to remind parents of all the ways they can help us.  Char, Jo, Sarah to promote PA and serve refreshments or will new catering company do the refreshments?	April parent meeting for Year 6 24 <sup>th</sup> April	24 <sup>th</sup> April?
New fridge freezer	Donation	Sherry's husband is delivering the fridge freezer	Mr Scott	Tues 12 <sup>th</sup> March
Domain name	Communication	Paul needs to renew the domain name so that emails get forwarded. All agreed.	Paul	Asap
Date of next meeting Monday 29 <sup>th</sup> April 2019 but hope to see lots of you at the Spring fayre ☺				