

## Minutes of the MGSPA Meeting 14th March 2016

**Present:** Sarah Hudson ( Chairman ) , Debby Fenton (Vice- Chairman ) , Roger Berry (Treasurer), Stephanie Ritchie, David Fenton, Michael Hall, Karen Shaw, Paul Tassell , Alex Harwood, Joshua Gray and Tom Lindsey.

### 1. Apologies for Absence

Steve Batchelor, Mark Tomkins, Emma Foreman, Harry Webster and Pauline Coppard.

### 2. Minutes of the last meeting (Monday 8th February 2016)

*Amendments need to be made to 4. Treasurer's report :*

*There was a costs submission of £234.41 in respect of quiz expenses (Debby)*

*£300 costs advanced on account to Sarah re quiz - was actually £320 (Sarah to email Roger re extra £20).*

### 3. Matters arising .

There were no matters arising.

### 4. Treasurer's report.

Roger distributed his latest report : Taking into account the reserve policy (£5,500), floats , outstanding cheques and potential funding commitments , the PA has £19,156.28 available .

**Hurricane Extravaganza** - £42 made on refreshments ( Debby gave monies to Roger)

**Rock Concert** - £68 made on refreshments ( Debby gave monies to Roger )

The agenda items were as follows:

1. *We previously agreed to add Mr Mark Tomkins (Headmaster) to the signatories on the MGSPA bank accounts. Roger Berry will " share" user id and password with Mark Tomkins to allow this to move forward.*
2. *Bids to be sought from School departments via Mr Tomkins.*
3. *Roger & Sarah met 18/2/2016 for first quarterly audit of bank statements/entries. Subsequent quarterly audits to be arranged, but intended May/Aug/Nov/Feb.*
4. *St John Ambulance cover booking for Football Fiesta & Fireworks in course of completion.*
5. *Roger liaised with John Hoadly over revised Charity Commission contact details & required Report. Roger Berry submitted Report, amended the list of officers, and is now the contact for the Charity Commissioners.*
6. *Final Rowing Club annual payment £500 made 22/2/2016.*

### 5. Easy Fundraising and PATH

EFR now has 289 supporters ( Sarah will send a Parentmail reminding parents of the benefits to the school by signing up to EFR). The total amount raised now stands at £3000.42.

PATH. Lisa has met with Katherine re the new 100 Club. 8 parents have signed up so far (£30 per number).

Sporting Events prediction - 124 parents have signed up.

### 6. Charity Golf Day 14th May 2016.

Heather Cooke verbally agreed the event with Bearsted Golf club secretary in December 2015.

Unfortunately there is now a new secretary at the club who is unwilling/able to honour the "booking".

The event will now be held at Kings Hill Golf Club. For £60 (£50 cost to golf club & £10 to the PA) a head players will get a round of golf and a meal. There will also be a raffle of golf related prizes ( Golf for 4 at Leeds Castle/Wrotham Heath/Tudor Park /Kings Hill. Golf lessons and a bottle of whiskey).

There will be awards given to nearest the tee etc ( Michael Hall to check if the DT dept can make these awards . If not the PA will purchase trophies).

**7. Summer fete 18th June 2016.**

Sarah has booked the assault course and an ice-cream van.

Karen is preparing the events form.

Roger is in the process of booking the SJA and preparing a risk assessment form to allow indemnity insurance cover.

Own Clothes day 10th June and Cakes / Plant donations 17th June.

Stall holders to be offered a pitch providing their own tables and gazebos. (Sarah)

PA members asked for further thoughts on attractions eg Penalty shootout, Sixth form Tug of War and Zorb racing ( Paul to obtain price ).

**8. Summer Ball 9th July 2016.**

Each school has sold half their allocated tickets.

**9. Fireworks event Nov 2016**

In response to initial feedback:

Many more one pound coins to be provided.

There can be no parking on the school site.

There will be no concessions offered.

The event cannot be opened earlier.

Volunteers to be fed at the end of the evening .

An individual BBQ timetable will be drawn up - start BBQ with an all PA team.

The price of portable toilets will be investigated.

More volunteers are required for the Sunday clear-up.

**10. Gazebo and walkie -talkie purchase.**

It was proposed the PA purchase 8-10 two-way radios. Paul will obtain a price.

It was proposed the PA purchase two sturdy 3m x 6m gazebos. These can be bought for £550 inc VAT each. Paul will also obtain an alternative choice of price for these.(It may be possible to borrow some gazebos to try from Paul's school).

Michael to investigate worthiness of repair of existing PA gazebos.

**11. Any Other Business.**

**22nd March** - Second hand uniform shop. The shop raised £153 in February.

**18th April - Open evening 4-7.30pm.**

The PA to provide a cafe and uniform shop. All members.

**20th April- Year 6 Induction afternoon.**

Summer fete TOW, 100 Club and second hand uniform (Sarah, Karen ,Steph)

**Freezer** - Heather will arrange PAT ( Debby )

**12. Date of next meeting Monday 11th April 2016.**