

# CHICHESTER HIGH SCHOOL FOR GIRLS

## PARENT TEACHER ASSOCIATION

### Committee Meeting

Tuesday 27<sup>th</sup> September 2011

### Minutes

**Present:** Sarah Caffyn, Louise Gilbertson, Sue Lambourne, Lorraine Harris, Clare Skinner, Rowena Grainger, Becky Kingdon-Butcher, Jo Howard, Melanie Burgoyne, Vanessa Lisle, Julie Brombley (Chair), Peter Waters, Penny Lloyd, Fiona Oliver-Watkins

#### 1. Apologies for absence

Apologies were received from Yvonne Coppard, Tracey Moss, Sally Gutowski-smith and Elizabeth Beaney.

Peter Wilson has sent an email saying he can no longer attend PTA meetings due to work commitments.

#### 2. Minutes of last meeting

The minutes of the meeting held on 5<sup>th</sup> July 2011 were accepted as a true and accurate record. Julie will take the minutes to Bob to sign.

#### 3. Matters arising

(2) Julie will take the May minutes to Bob to sign when she takes the July minutes.

(3-3) Mobile phone recycling – this wasn't mentioned at last week's Year 7 Parents' Social Evening. Sarah will include it in the next PTA newsletter (November).

(3-4) Bottle of wine for the retired Chairman – Julie organised this and it was much appreciated.

(5) Julie sent out emails in July and September to everyone on the Helpers list.

(6) Sarah produced a ticket template for the Author Evening.

#### 4 Treasurer's report

Bank balances:	Current account	£ 941.48
	Deposit account	£ 2110.45
	Total funds	£3051.93

The PTA has received a letter from Andrea Sweeney thanking us for the £1,000 donation in June which has been put towards the new curved seating installed near the Stockbridge block.

**Fiona** will bring a “shopping list” to the next meeting so we can decide what to fund raise for now.

We have a ‘Gift Aid’ account, which contains one penny and has not been used in the last three years. **Julie** will check if we have to have this account, and if not she will close it.

#### 5. Year 7 Parents' Social wash-up

- Clare's Bingo mixer for the girls was a great success.
- The parents would have liked a quiz / mixer activity.
- There was some confusion amongst parents as to the purpose of the event – whether it was a PTA event, or an opportunity to meet teachers – and also whether girls could attend.
- Some parents didn't realise they had to get a name badge in the admin. gallery.
- The change in time was confusing (it had been advertised in June's PTA News as a 6.30 pm start but this was subsequently brought forward to 6.00 pm).
- It was difficult to hear what was being said, so next year we should have either a microphone or a platform.

#### 6. Christmas Fayre

This will be on Friday 25<sup>th</sup> November 6.00-8.00 pm.  
The school calendar says 7.00-9.00 pm. **Fiona** to get this corrected.

Outside stall holders are charged £15 and required to donate a raffle prize. We need a couple of big raffle prizes – does anyone have any contacts that could get us a good prize?

**Sue** to find out if the Y10 XL group will run a hot dog stall outside.

In return for wearing non-uniform on the 25<sup>th</sup>, each year group will be asked to bring in something for the Fayre or donate £1. However, there is a non-uniform day on the school calendar for the week before (non-uniform days are limited to one per term). **Fiona** to resolve this.

**Vanessa/Julie** will send Sue a letter to be sent out during the week after half-term.

**Sue** will organise Year 8 stalls, **Clare** will organise Year 7 stalls.

## **7. PTA Web Pages**

The PTA has its own page(s) on the new school web site. At the AGM we will ask for a volunteer to act as web page co-ordinator.

**Sarah** to ask Lynn B to correct the times of the Christmas Fayre given on the school calendar, and to put them on the PTA web page.

## **8. Forthcoming events**

### **a) Open Evening – Thursday 29 September 5.30-8.00 pm**

We will do refreshments only. **Sue** to supply laptop so we can show the PTA web page. **Sarah** to deliver some posters to Vanessa for a small display.

### **b) Year 7 Curriculum Evening – Thursday 13 October 6.00-8.00 pm**

Clare is organising this. We need helpers for refreshments, raffle, second hand uniform, and PTA information including The Giving Machine.

### **c) Meet the Author Evening – Friday 14 October 6.00-8.00 pm**

Publicity leaflets were distributed to those present.

The PTA will sell refreshments (nb ticket holders are entitled to one free drink) and run a raffle. **Sarah** to ask Kate to get Waterstones to donate a raffle prize.

### **d) AGM & Committee Meeting – Tuesday 8 November 7.00 pm**

Under the PTA's constitution, notice of the AGM is to be given 21 days in advance to all members and there are rules governing nominations to honorary posts. **Fiona** will organise the sending of an email to all parents inviting them to attend the AGM. The positions of Chair, Treasurer and Secretary have to be (re)elected each year. Julie is happy to continue as either Treasurer or Chair, Sarah is standing down as Secretary.

### **e) Christmas Fayre – Friday 25 November 6.00-8.00 pm**

see above

### **f) Chi High Has Talent – Friday 20 January**

Sue is organising this.

### **g) Committee meetings**

The following dates were agreed for the Spring and Summer Terms:

Tuesday 10 January 7.00 pm

Tuesday 20 March 7.00 pm

Tuesday 15 May 7.00 pm

Tuesday 10 July 7.00 pm

*Note the earlier start time of 7.00 pm.*

**Fiona** will ask Lynne Gibson to put these dates on the school calendar.

## 9. Quick Questions, Slow Answers

### • **New planners & reward system**

There was some discussion of the new planners and reward system. The new stamp system seems to be having a positive impact (eg mobile phones are no longer an issue) and will be properly evaluated at half-term. In house cover supervisors are up to speed with the system, cover staff from outside are told about it.

• The **GCSE certificate presentation** will be on Thursday 8 December.

• The **carol concert** on 15 December will be in the evening – the web calendar says 2.00 pm.

### • **Cashless system**

The attempt to get all the Year 7 students finger printed on the first day of term didn't work – there wasn't enough time in only the morning and lunch breaks. It was suggested that next year this could be done on the transition day in July.

• **Emails to parents** – is it possible for emails to be sent to both parents? Yes, if the school is notified.

### • **Smoking**

There was concern that girls were seen rolling cigarettes by the clock tower on the first day of term. The school has closed down all the “smoking areas” in the school and is working hard to eliminate smoking inside the school and grounds.

### • **Homework**

Currently there is a pilot with Year 7 for putting homework on the website – a one line description with deadline. Staff are expected to do this routinely.

There are no plans to issue homework timetables.

There is a homework club every day in the school library until 4.30 pm, supervised by library staff. If you want to use a computer you need to book one or arrive early.

• **Absence line** – the telephone number on the web site went to the boys school!

• Can the **school dinner menu** be put on the website? Yes.

• **Water fountains** – problems finding a functioning fountain during the first few weeks of term. There are water fountains in the corridors and as soon as the school is aware of any problems with them they are dealt with.

## 10. Any other business

None

## 11. Date of next meeting

The next committee meeting will follow immediately after the AGM, to be held on **Tuesday 8<sup>th</sup> November** at 7.00pm. *Please note the earlier start time.*