

CHICHESTER HIGH SCHOOL FOR GIRLS
PARENT TEACHER ASSOCIATION
FUND RAISING AND SOCIAL COMMITTEE

Committee meeting
20th January 2009
At the High School

Present: Fiona Oliver-Watkins, Peter Wilson, Claire Emberson, Julie Brombley, Penny Coppin, Sue Lambourne, Vanessa Lisle, Sally Gutowski-Smith, Caroline Cooper

		Action						
1	<p>Apologies for absence These were received from Catherine Mouatt, Karen Mason, Julia Witcomb and Valerie MacDonald</p>							
2	<p>Minutes of the last meeting The minutes of the meeting of 4th November 2008 were taken as a true record – with the amendment that Claire’s name was misspelt – sorry Claire.</p>							
3	<p>Matters Arising (not covered elsewhere) Fiona reported that due to the late arrival of the minutes and late notification of this meeting, some items were not able to be actioned. The Secretary apologised for the lateness of the minutes. Fiona will give Pledge 10 information to Peter.</p>	FOW PW						
4	<p>Virtual Meeting This worked very well with Rachel emailing the proposal to appoint Julie Brombley to the position of Treasurer to all committee who forwarded their vote to the secretary. The vote to appoint Julie was unanimous. Our thanks to Julie, and welcome to the committee.</p>							
5	<p>Financial Report</p> <table style="margin-left: 40px;"> <tr> <td>Current account</td> <td style="text-align: right;">£ 306.24</td> </tr> <tr> <td>Deposit account</td> <td style="text-align: right;">£8,605.31</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">£8,911.55</td> </tr> </table> <p>Plus cash given to Julie from Penny and some from Lisa for sale of second hand school uniforms. Julie queried a £25 Pledge 10 cheque that has still not been cashed by its recipient. As it was dated over 6 months ago it would be null and void, and it was decided that this should not be followed up nor another cheque posted. The original cheque would have been posted direct to the recipient. There is, therefore, an additional £25 in the current account. Christmas fayre accounts attached. Discussion followed about the acquisition of a minibus. Following discussion with other schools and leasing company, Fiona felt that a leasing contract (at</p>	Current account	£ 306.24	Deposit account	£8,605.31		£8,911.55	
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	<p>£10,000) plus ongoing fund to run the bus was preferable to purchasing one – it would give the latest model with all servicing included. Peter queried the length of the leasing contract which Fiona thinks will be 3 years. The faculties within the school will ‘hire’ the leased minibus to help cover the ongoing running costs. It is necessary to provide some form of secure building/enclosure for the minibus.</p> <p>Pledge 10 – Peter has passed details of 8 more members to Mike Fildes. Fiona said that draws would take place in Year 7 assemblies. Draws had taken place so far in November, December and January. Julie to email names of winners to Fiona.</p> <p>Peter will contact Mike with regard Claire’s un-presented cheque.</p> <p>An item will be drafted from the PTA for inclusion in Highlights about social ideas and fundraising suggestions.</p>	<p>PW PW CC</p>
<p>6</p>	<p>Christmas Fayre</p> <p>Penny reported that this went well, but was significantly ‘understaffed’. The input from the helpers was the same, but the profit was down on last year. There were good quality stalls, but less was brought in. Parents had read the letters home regarding whole cakes and the gold/green wrapped presents. Excel group were an asset, but needed to be given more to do. There was a lack of space to set up due to the clash of dates with the Super Learning Day. Fiona commented that having non uniform day on Super Learning Day was far from ideal and care would be taken to ensure that there is not a clash of dates in the future.</p> <p>It was felt that the main appeal within the pupils was those in years 7 and 8, and consideration was given to how this interest could be spread to other year groups. Penny asked if 10 girls from each year group could be responsible for a stall – they choose which stall. Fiona thought that introducing this to existing older year groups would not be successful, but that current years 7 & 8 could be encouraged to continue their involvement as they progressed through the school, thereby eventually including the whole school. Consideration was given to whether it was beneficial to hold a Christmas fayre every year or if there would be more interest if it was biannual.</p> <p>Having just year 7 stalls in the canteen was better, but discussion as to whether year 8 might be better off in canteen too, rather than main hall. Could the older student ‘man’ the stalls and the PTA confine their efforts to refreshments.</p> <p>Peter expressed his thanks to all who helped with the fayre. Penny confirmed that ‘thank you’ letters have been sent to all who donated raffle prizes and to the Excel girls.</p> <p>Fiona apologised for the lack of a PA system due to technical failure of the equipment.</p> <p>Peter queried if there was an element of any school based award for community service towards which involvement in the Christmas fayre could count.</p> <p>Peter asked if the fayre could be straight after school with years 10 and 11 having a PTA funded film show afterwards as an incentive to be involved.</p>	<p>FOW</p>
<p>7</p>	<p>Parents’ evening feedback</p> <p>Less than 50% of the year 10 pupils were represented at their parents’ evening. Fiona wondered if this was because of how close the evening was after the return from Christmas holidays. No-one from the PTA had been available to</p>	

	<p>provide refreshments at this – again, possibly the date. Year 9 parents’ evening is on 25th February. Fiona expressed her gratitude to the PTA for their involvement at parents’ evenings – they provide a good interface, raise the profile of the PTA as well as proving to be good fund raisers.</p> <p>Fantasmagoria Penny reported that most parents didn’t want refreshments on arrival – queued for their seats and few came back for refreshments. Some of the audience didn’t realise that there wasn’t an interval. The urn hadn’t been turned on in advance, so there was no hot water for teas and coffees, so those few people who did want them had a long wait. Only £36 was raised from refreshments. Fiona suggested that numbered seats/tickets might prevent this situation next time.</p> <p>8 Fundraising Ideas Peter told us of National Family week – May half term. It is a European event, new to the UK. There is to be a world record attempt for the biggest picnic on the Monday. Groups of 10 or more, sandwiches, cake and drink, from 10.30am onwards. Take photo of group having picnic to be involved in the record attempt – currently stands at 80,000 people picnicking. Fiona queried how West Sussex were/could be involved. Peter suggested that the school be opened up and people pay an entry fee to be involved – bring their own picnic. There is a Family week website. Sally asked if WSCC would be doing anything in Oaklands Park for this – if so there may be little support for the school’s event. Peter will produce a ‘pack’ for Family week to enable small groups to be involved independently. Peter offered to produce an article to go into Highlights.</p> <p>Peter suggested celebrating the Chinese New Year, and having a large meal and fun activities rather than the Christmas fayre. Chinese give red money envelopes to the children – possibly give each pupil a red envelope and they return it to school filled with coins. Peter talked of local organisations that provide a large dragon, dancing and fire crackers (all covered by Health and Safety Certificate), and could teach people how to eat with chopsticks.</p> <p>Valentine’s Day. Young Enterprise do sell roses within the school for Valentine’s Day.</p> <p>Fiona is keen to encourage satellite fundraising/social support groups – thought most likely to involve year 7 parents. There is to be a second social evening for year 7 parents. It was felt that these ventures would build on relationships developed in primary schools.</p> <p>Fiona suggested a quiz evening with fish and chip supper – this had worked well in the past.</p>	<p>PTA</p> <p>PW</p>
<p>7</p>	<p>Penny suggested a talent show, instead of Christmas fayre. Preliminary rounds with a ‘live’ final to which an ‘outside’ judge would be invited. Sue and Fiona thought this would be a huge commitment from staff, although Sue thought that it would be popular with the pupils, perhaps have one year group audition per</p>	

<p>month. Penny offered that the PTA could be involved in the auditions/preliminary rounds. She may be able to ask an actor friend to judge. The music department would be asked to help with microphones etc. It would also be good to have light boxes and buzzers. Fiona stated that it must be inclusive, with different categories and good prizes to encourage all talents and abilities. Peter talked of 'Quizdom' voting system with hand held units – could be used for the final.</p>	<p>PC</p>
<p>A small group would be set up to plan this. Sue Lambourne, Penny Coppin and Kaz Mason.</p>	<p>PW SL/PC/KM</p>
<p>An item will go into Highlights advertising what we will be doing and encouraging involvement. Start auditions in September with final performance in spring term before exams start.</p>	<p>PC</p>
<p>Sue suggested a line dance evening for year 7 pupils and parents, and that Jayne Davison was keen to be involved. Fiona said that Lesley Collins might know a caller and that she or Sue would contact.</p>	<p>PC FOW & SL</p>
<p>Sue suggested having hay bales to sit on for authenticity. Penny will try to resource.</p>	<p>PC</p>
<p>Bunting – Peter has plenty.</p>	<p>PW</p>
<p>Proposed date – May 1st – to be a fun evening, not to discuss pupils' progress etc.</p>	
<p>Sally suggested that if we're not having the Christmas fayre, we could have a big raffle. This would need a dedicated team to organise it, return of ticket money and unsold tickets is an issue. A gaming licence is needed.</p>	
<p>Penny suggested a weekly hamper, tickets to be sold via the school. Fiona offered to try one and see how successful it is.</p>	
<p>Careers convention in January. PTA to attend and raffle hamper. Gym and Dance bites – 12th March (usually two dates, ? additional date?) Year 9 parents' evening – 25th February Julie and Peter to be there. Year 11 parents' evening – 18th March Year 6 parents' evening – 25th June.</p>	<p>PC & SGS JB & PW</p>
<p>Peter asked Fiona if the school calendar could be emailed to the committee please.</p>	<p>FOW</p>
<p>Concern was expressed that new committee members don't return – a 'buddy' system was suggested – arrange to meet up before committee meetings and arrive together etc. Fiona will ask new parents to help with specific events, feeling that a personal approach for specific events would be better.</p>	<p>FOW</p>
<p>AOB</p>	
<p>Minibus – Peter suggested asking for donations towards a secure building/compound for this. – eg buy a brick/breezeblock. Planning permission will probably be needed for a 'structure'. Fiona suggested a cage, gates or bar type barrier - prevent theft, but perhaps not vandalism. Keeping it at the planetarium was not considered an option – dark and not safe for staff late at night. Peter suggested using 'Herris' fencing. Penny queried if it could be stored in the police yard (at least for the timebeing). Fiona wondered if the college had anyone on a construction course who would be willing/able to</p>	<p>FOW</p>

	<p>undertake this. Fiona will email details of the leasing agreement to the committee. PCV training for staff is £500 per person. Peter asked if it would be financially viable to employ a PCV qualified driver on a casual basis. He felt we would have to take care with regard the law for driving for hire/reward – could impact on staff ability to drive.</p> <p>The PTA membership card issued to all parents needed to be updated. Fiona will produce a new one with the PTA logo and email address included.</p> <p>A competition was suggested to design a logo for the PTA. The £25 from the un-presented cheque (see treasurer’s report) could be used as a prize. Fiona will advertise in pupil bulletin with a paragraph of information on the PTA. The number of colours to be used will be restricted.</p> <p>September 2009 will be the school’s centenary. It was suggested that all fundraising was linked to ‘100’ to mark this.</p> <p>Following a request from a committee member, it was agreed to try to vary the day of the week that the committee meet. The next meeting will now be on Thursday 19th March. Peter to write article for Highlights. The updated list of committee meeting dates to be emailed to all committee.</p> <p>In the event of committee members having difficulty obtaining access to the building for committee meetings, it was agreed that Caroline’s mobile phone would be left turned on.</p> <p>Mobile phone number – for meeting evenings only please – 07802 722933</p> <p>Date of next meeting.</p> <p>Thursday March 19th – please note change from details in school diary list.</p>	<p>FOW</p> <p>FOW</p> <p>FOW</p> <p>PW CC</p>
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20/1/09.

Christmas Fair 2008

	Receipts	Expenses
28 November 2008 Floats		£330.00
Deposit	£2,389.83	
Deposit	£41.90	
Deposit	£10.65	
Exps		£5.10 (J.Whitcomb)
Total	£2,442.38	£335.10
Profit	£2,107.28	

Split of bankings

PTA Stalls	£1,172.24
Form stalls	£485.14
£1 (Non-Uniform)	£455.00
Floats	£330.00
	£2,442.38

CHRISTMAS FAYRE STALLS results 2006, 2007 & 2008

BAG	STALL	2006	2007	2008	
1	ENTRANCE	144	52	78	
2	CAKES	63	48	29	
3	KIDS TOMBOLA	104	100	138	
4	PLANTS	113	38	54	
5	CDS & VIDEOS/DVDS	87	21		(amalgamated with Books)
6	BOOKS		12	24	
7	TOMBOLA	200	150	68	(Teen)
8	ACCESSORIES	63		127	(plus Stationery)
9	CHRISTMAS DECORATIONS	63	68	61	
10	TOILETRIES	108	159	215	
11	GREEN AND RED	197	30		(amalgamated with Accessories)
12	BRIC A BRAC	33		12	
13	REFRESHMENTS	124	105	174	
14	RAFFLE + CHAMPAGNE	252	270	100	
15	CHRISTMAS HAMPER			72	
16	TOYS		25		
17	OUTSIDE STALLS			30	
		1551	1078	1182	
	less exps	-124	-77	-5	
		1427	1000	1177	
	Form stalls	608	595	474	
	Non uniform money	421	654	455	
	Sundry	42	50		
		2498	2299	2106	