

CHICHESTER HIGH SCHOOL FOR GIRLS
PARENT TEACHER ASSOCIATION

Committee Meeting

Wednesday 20th January 2010

Minutes

Present: Sarah Caffyn, Yvonne Coppard, Julie Brombley, Sue Lambourne, Fiona Oliver-Watkins, Sally Gutowski-Smith, Elizabeth Beaney, Bob Beaney, Alan Chapman, Jane Eldridge, Peter Wilson (Chair), Karen Mason, Vanessa Lisle

1. Apologies for absence

Apologies were received from Jackie Dudley-Headland and Yvonne Brown.

2. Minutes of last meeting

The minutes of the committee meeting held on 4th November 2009 were accepted as a true and accurate record.

3. Matters arising

(2) Public Liability Insurance premium – Julie has paid this.

(6) Licence – The licence to sell alcohol covers five events per calendar year; the fee for each event is £21.

(7) Cheque signatories – Alan and Bob have registered with the bank.

(8) Trustees – The version of the Constitution on the Charity Commission website indicates we can make an amendment at an AGM without notifying the Commission. The Constitution is sent to the Commission every three years; next time it is sent the following change should be incorporated: replace “deputy head teachers” with “senior leader(s)”. **Julie** to note this for action by Treasurer at the appropriate time.

Julie to send Sarah a copy of the Constitution; **Sarah** to circulate this to everyone on the PTA Contacts list.

4. **Review of events to date** (what worked, what could be improved)

- **organisation**

For each event the school will notify the PTA who the main contact is (someone who will be able to supply information such as expected attendance numbers, venue details, etc).

Yvonne Brown will act as PTA event co-ordinator, liaising with the school contact and using a checklist to make sure everything is covered.

Event co-ordinator's checklist – we discussed what might be included on the checklist; an initial draft is appended to these minutes. **ALL** to consider checklist and send Sarah any other items you think should be included.

- **licence to sell alcohol**

The licence allows us to sell alcohol at *five* events per calendar year, starting on 1st January, at a cost of £21 per event. Alan needs *at least four weeks* notice for any event (the Council requires applications to be submitted at least ten clear working days before the event). Alan needs to know: the venue of the event; the venue of the sale of refreshments including alcohol; and the numbers involved, including performers.

- **refreshments**

Alan to compile list of supplies in the cupboard.

Bottled water – it was suggested we should sell this at future events, as had been done in the past.

- **raffle**

Elizabeth will be responsible for organising all raffles, after the Talent Show.

- **other**

The toilets were in a bad state during the Wizard of Oz performances. **Fiona** will take this up with the Premises Manager.

5. **Chichester High Has Talent (22nd January)**

To date 116 tickets sold, of which 64 are adults, raising £395. There are 18 entrants.

Sally to organise raffle (buy prize and sell tickets).

After much discussion it was agreed that audience refreshments will be sold in the Year 11 Common Room; the school will provide refreshments for the performers, and certificates for taking part.

The first prize will be £100, as previously agreed. **Sue & Elizabeth** to decide appropriate 2nd and 3rd prizes. The three judges will each be given a bottle of wine.

Elizabeth will decorate the black back of stage board (helium balloons and/or Peter's bunting and/or coloured light effects on flats).

6. Forthcoming events

3 Feb 10	4.00-6.30	Year 11 Parents' Consultation Evening
24 Feb 10	4.00-6.30	Year 9 Parents' Consultation Evening
3 & 4 Mar 10		Gym & Dance Bites
16 Mar 10	4.00-6.30	Year 10 Parents' Consultation Evening
17 June 10		Year 6 Parents' Evening

A minimum of four people are need to help at each of these events.

7. PTA Newsletter

Sarah to compile a PTA newsletter, to be e-mailed to parents by the school when this is possible (probably late February/March). Content ideas:

- Who's who
- What the PTA is fundraising for this year (items to decorate the theatre)
- How the minibus is being used
- Competition for a PTA logo
- Pledge 10 winners
- Quiz, word search, recipe etc

ALL to send Sarah other content ideas.

8. Fundraising ideas

a) Travelling Trends

This is a company which hold fundraising fashion shows at which the audience can buy clothes from stores such as Next, Principles, M&S, Dorothy Perkins, Wallis and Debenhams at reduced prices (between 30%-90% off high street prices). The PTA would get money from ticket sales, raffle, refreshments, and some commission on gross sales (between 3% and 10% depending on audience numbers). The company runs the evening, donates a raffle prize, and provides artwork for posters and tickets.

Sarah to find out if the girls can model the clothes.

b) "Expert" panel show

Events along the lines of Question Time, Gardeners' Question Time and Antiques Road Show. A working group comprising Sarah, Peter, Alan, Sally, Vanessa, and Yvonne C was set up to investigate further. **Working group** to report to committee meeting in March.

c) Christmas Fair

This year we will start planning and promoting the fair a lot earlier than usual!

9. Social ideas

None discussed.

10. Any other business

- a) Highlights
Lynn Bricknell has asked for a PTA contribution, and especially any pictures. There will be more space for us in the February issue than the December issue. Copy date is 5th February. Sarah to compile something (Pledge 10 – Vanessa to e-mail names of winners; a year in the life of the minibus – Fiona to find out who can provide details of where the minibus has been, how many miles its done, longest/shortest journey etc and photograph; Quick Questions, Slow Answers at future PTA meetings). Sue will submit a separate write up of the talent show with pictures.
- b) School web site
This is being revamped. Sarah to ask Lynn Bricknell to make a direct link from the home page to a PTA area.
- c) Income from events
In future, the proceeds raised from each event should be itemised when passed to the Treasurer (raffle, refreshments, uniform, date raised if event spans more than one day, money spent and on what, etc).
- d) Banners
We should get some generic PTA banners made that can be used at all events.
- e) Quick Questions, Slow Answers
This will be added to future agendas, giving parents an opportunity to ask Fiona questions or make comments.
- f) We have had a bounced cheque (£4, for second hand uniform). As it is for a small amount Julie has written it off, but kept the details in case it happens again.
- g) Peter handed over the role of Chairman to Bob. He will continue to attend meetings and be involved with working groups when he can.

11. Date of next meeting

Date of next AGM

The next Committee Meeting will be on Wednesday 17th March at 7.30pm.
The date of the next AGM will be agreed at the meeting in March.

Checklist for PTA Event Co-Ordinator (v1.0)

- Who is the school contact for this event?
- When/where is the event taking place?
- Do we need a licence?
If yes, give Licensing Officer *at least* 4 weeks notice and supply:
 - number of people attending (including performers)
 - location of where alcohol will be sold
 - the times between which alcohol will be sold
- Will there be
 - raffle?
 - refreshments?
 - Pledge 10?
 - second hand uniform?
- How many helpers will be needed? When? To do what?
Give Support Co-ordinator plenty of notice.
- Urn – notify caretaker.
- Key to PTA cupboard (keys are with Peter, Alan and main reception)
- Access to school – check with Andrea Sweeney, Business Manager
(asweeney@wsgfl.org.uk)
- Do we need fresh milk etc?

After the event:

- Breakdown of income and expenditure to Treasurer.
- Inform Supplies Officer what you've used/what needs to be purchased.