

CHICHESTER HIGH SCHOOL FOR GIRLS
PARENT TEACHER ASSOCIATION

Committee Meeting

Wednesday 21st April 2010

Minutes

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

1. Apologies for absence

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

2. Minutes of last meeting

The minutes of the meeting held on 17th March 2010 were accepted as a true and accurate record.

3. Matters arising

(3 - 10d) Display stand – Peter demonstrated his stand to the meeting. Elizabeth will mock up some posters to go on the stand, to be trialled at the Year 6 Parents' Evening.
Banner - Elizabeth to order a banner from the Quarry Lane supplier at a cost of £65. The banner will read:

[school crest] Chichester High School for Girls Parent Teacher Association [school crest]

(4b) Used uniform – Sarah sent flowers and a thank you card to Valerie MacDonald; Valerie has sent a note thanking the PTA for the flowers.

(5) Insurance – Our existing insurance does cover third party. The Trustees' Annual Report and Return for 2009 has been submitted to the Charity Commissioners.

(7b) Badges – The PTA badges Fiona ordered have arrived, but use the PTA abbreviation; these will be kept in the PTA cupboard for the time being. Fiona will organise another 20 badges with ‘Parent Teacher Association’ written in full.

(7c) PTA web page(s) – The web site working group has not met since the last committee meeting. The school has already met the web designer and he will need our input within the next six weeks. Web working group (WWG) to progress this asap.

(8) The Giving Machine – Bob investigated and found everything to be in order. It transpired that the school has been registered as an ‘active beneficiary’ since November 2007 but there have been no transactions. The account has been reactivated with Sarah as the administrator; cheques made out to ‘CHSG PTA’ will be sent to Julie at the school address. Sarah has e-mailed information about the site to everyone on the PTA contacts list, and has asked Lynn Bricknell to put a link to thegivingmachine.co.uk on the CHSG web site (an obligation of all active beneficiaries). Sarah will make sure the site is promoted in the PTA Newsletter and Highlights. Sarah to send a flyer about thegivingmachine to Sue who will get it reproduced.

4. Treasurer’s report

Bank balances:	Current account	£1554.07
	Deposit account	£3109.01
	Total funds	£4663.08

Julie will arrange a cheque to be presented to the school at the Year 6 Parents’ Evening. It was agreed that we should retain a minimum balance of £1,000.

5. Post received

We have been sent two copies of the Spring 2010 issue of the NCPTA magazine. Bob and Alan have each taken a copy and will pass it on to anyone else who is interested.

6. Forthcoming events

- a) **Year 6 Parents’ Evening** – Thursday 24th June 6.30 pm
- Second hand uniform – Vanessa and Julie
- Refreshments (non-alcoholic) – Yvonne C and Sally
- Information – Sarah, Elizabeth and Jane

Bob and Sarah to review existing PTA documentation and update as necessary, with a view to producing an information pack for new parents.

Bob will put together a PTA Powerpoint slide show (photos of talent show, information about the giving machine, etc). This could either be a stand alone PTA slide show or included in Jane Davidson's rolling slide show, if she is doing one this year. **Sue** to find out if Jane is doing a slide show.

b) Year 7 Parents' Social

This is usually held around the third week in September. **Alan** to check if we need a licence to give out free wine.

c) Gardeners' Question Time – Friday 15th October

See 7 below.

d) Christmas Fair – Friday 26th November or Friday 3rd December

At the last Christmas Fair (2008) every tutor group in Years 7 and 8 had one or two tables in the canteen; parents ran 17 other stalls in the main hall (Julie can tell us which stalls were the most profitable). The day of the Fair was a non uniform day in return for either £1 or something for a stall (each year group was asked for specific items).

Elizabeth will be the co-ordinator for the Fair and lead a working group also comprising Julie, Peter, Vanessa and Alan.

e) Travelling Trends – a Friday in late January/early February

Sarah is co-ordinator for this, helped by Yvonne C. **Sarah** to ask David Williams for a date, and then book the company. Once booked we are committed to sell at least 40 tickets (but will aim to sell 100+). The cancellation fee (charged if we cancel less than four weeks before the event) is £100.

f) Talent Show

Elizabeth and Sue will be co-ordinators. **Sue** to liaise with David Williams for the date. This time the show could be filmed.

g) PTA committee meetings & AGM for 2010/11

Fiona will ask David Williams to schedule the first PTA meeting of the 2010/11 academic year for the week following the Year 7 Parents' Social.

The AGM followed by a committee meeting will be in November.

7. Gardeners' Question Time - Friday 15th October

Sarah Wain is no longer able to take part. **Sally** will contact Pippa Greenwood, who is appearing at Buriton Manor in the summer, and Charlie Dimmock, who is based at Romsey.

The event will start at 6.30 with refreshments and plant sales in the hall; the Q&A session will run from 7.30 to 9.00 in the theatre. We can have a 'plant crèche' so that people don't need to take their purchases into the theatre. Audience members can hand in their questions on arrival at the hall.

Ticketing was discussed briefly.

8. Objective(s) of PTA fundraising

After some discussion the meeting agreed that "The PTA is currently fundraising to support the technical development of the theatre." Examples of what this might cover include mixing and editing equipment, and (expensive, high tech) spot lights. Sue to consult with Vicky Hatcher (Head of Drama) to find out what is needed.

Money raised by the PTA over the last three years has gone towards the centenary theatre and the minibus. Fiona will check with Andrea exactly what donations the PTA has made to the school over the last three years.

9. Quick Questions, Slow Answers

Questions were asked on the following issues:

- **Summer uniform** – The rules have changed for this summer: summer uniform may now be worn from the start of the summer term, and jumpers may be worn when travelling to and from school. Girls have been given this information in a flyer, and details are available on the school's website.
- **Gate at the back of the school** – Lighting in this area is poor; has the school considered a solar powered light? The gate, which is in the Boys' School grounds, is kept locked much of the time to deter students getting to the petrol station and making unsuitable purchases.
- **School centenary** – Has anything been done about awarding spot prizes based around the number 100 (as discussed at September's committee meeting)? Not yet, but Fiona will organise this for the summer term, awarding prizes to consolidate the behaviours the school is trying to encourage. A PTA cheque for £100 was given to fund ten £10 prizes. Fiona will arrange for photos to be taken of girls receiving their prizes.

10. Any other business

- a) Alan's contact has agreed to chair a current affairs style event, should we ever hold one.

11. Date of next meeting
Date of next AGM

The next committee meeting will be on Wednesday 7th July at 7.30 pm.

The next AGM will be in November, date to be confirmed with David Williams.