

MINUTES OF COMMITTEE MEETING

Thursday 15th January 2020

No 1 Castle Street, 7:30pm

1. Attendees and Apologies

Attending were Jules Austin, Jemma Brown, Dan Makaruk, Rebecca Morgan (Chair), Mr Turpin, Mel White and Mr Wright (Headmaster)

Apologies were received from: Alexa Baillie, Clare Chambers-Jones, Ali Goodwin, Pippa Letts, Hannah Lort-Phillips, Jo Middleton, Jules North, Katherine O'Connor, Did Pattison and Mrs Windows.

2. Approval of the Minutes of the meeting held 7th October 2019

Jemma Brown proposed, and Mel White seconded.

3. Matters Arising from the Minutes of the last Committee Meeting

None raised

4. Chair's Report

The Chair welcomed everyone and thanked everyone for coming. As the last scheduled meeting was cancelled after the horrible weather there is quite a bit to update.

The first event since the last meeting was Bags2School –this was well supported again, and we raised £136.00 – so thank you to all the parents who supported this and to Quickskip for donating the bins for storage.

The second event was the annual Fireworks night. This was rescheduled from Friday 8th November to Friday 22nd November following the poor weather and despite it being a bit wet and muddy it was a great evening! Thank you on behalf of the PTA to Aidy Morris, Graham Essenheigh, Mr Debenham, Mr Wright and other staff members who helped on the night and the committee members who helped with the food and drinks and selling items on the stall. A thank you also to Laura O'Leary for agreeing to be the doctor on call and helping to set up and a big thank you to Mr Wright, Jemma Brown and Did Pattison for helping to clear the Wyese pitches on a cold and drizzly Saturday morning.

The third event was the Christmas Bazaar held on Friday 29th November. Thank you to everyone for creating such fun and exciting stalls and for all your help setting up and clearing away. Thank you to Rachel Powell for donating a beautiful Christmas Cake for the raffle – this was won by the Maxted family who have reported that it was delicious.

In December the PTA sold photos at the Reception Tableau and the Pre-Prep Christmas Show ("Hey Ewe!") and a big thank you to Jemma Brown, Jules Austin and Alexa Baillie for selling them on the days and also to Cari Binet-Fauvel for getting them developed.

The Pre-Prep had a fantastic Christmas Party with Father Christmas even making an appearance. The PTA purchased a range of books for all those in Pre-Prep and Nursery and thank you to Jemma Brown (& her Mum!) for diligently wrapping 84 books!

Christmas presents were also purchased for Mrs Stonehouse, Mrs Debenham, Mrs Phillips and Mrs Wainwright (A bottle of prosecco and a box of chocolates) and for the Gap Students (chocolates), Kitchen and Maintenance Staff (biscuits) and to Mr Goode (a bottle of wine) to thank them for all their help and support over the last year.

Looking forward we have a slightly less busy term with most of our commitments Easter related and the Summer Ball.

5. Headmaster's Report

The Headmaster reported the following: -

- There were two new starters after Christmas in Year 2 and Year 5 and some new starters in Nursery. Thank you to all the parents who have made the new children and parents welcome.

6. Treasurer's Report

The Treasurer reported the following: -

- Mel White will be taking over the role of Treasurer going forward. Our very first goal will be to sort the bank account out as we are still relying on old signatories and struggling with NatWest.

- **Fireworks**

Unfortunately, this event made a loss this year of £286.32 compared to a £50 profit last year. It is more of a commitment/social event than a fundraising event, but it is still disappointing that we have not made a profit. In summary we sold in advance 216 tickets (104 adults and 112 children) in comparison to last year's 244 tickets (134 adults and 110 children), with a bigger drop off in adult tickets and family tickets. We had some refund requests after the change in days but there were also quite a few families that bought tickets but didn't come on the rearranged night which then impacted the total money raised on the night. We also sold less tickets on the door as the weather was miserable.

In total we raised £349.50 on the night compared with £458.10 last year. Our expenses (£1856.17 including fireworks, the butchers, doughnuts, rolls, glowsticks and additional cups/napkins) were on par with the year before (£1860.63) so the ticket sales were the overall factor in the loss. We do however have quite a few glowsticks/lightsabers accumulated over the past few years – to which we should either find a home or possibly sell on to recoup our losses (especially in light of some of the feedback) as well as healthy supply of paper coffee cups replacing the polystyrene ones from previous years.

- **Christmas Bazaar**

Everyone worked extremely hard at the Christmas Bazaar and we raised £719.40 – so thank you very much. The breakdown of the stalls is as follows: -

	Total
Nursery	£ 52.00
Reception	£ 77.00
Year 1	£ 130.80
Year 2	£ 59.95
Year 3	£ 58.95
Year 4	£ 107.20
Year 5	£ 88.10
Year 6	£ 91.60
Raffle	£ 54.00
	£ 719.60

- **Christmas Productions**

We sold photos at the Pre-Prep Christmas Production and the Reception Tableau. We made in total £197.80 which was broken down to £176.00 at the Pre-Prep Show and £104.00 at the Reception Tableau less developing costs of £82.20. We have traditionally used Boots to develop the photos on a 24hr turnaround but they have changed the development time scales offered to either immediately or 7 days so there has been a slight increase in the cost of developing the photos which has led to slightly less profit.

- **Christmas Presents**

We bought 84 books for the Pre-Prep Christmas party coming in at a total cost of £93.35 (last year £105.26). Last year we also bought chocolate Santa's for the Juniors but having spoken with Mr Wright and Mr Debenham this was not continued as it seemed to have been a one-off occurrence and not continued.

- **Staff Gifts**

These have been well received and cost a total of £76.44 (last year £79.05)

- **Second Hand Uniform**

We have sold £257 in Second Hand Uniform since the beginning of last term. I am hoping to have the second hand uniform out for the coffee morning on 29th January – thank you to Mrs Debenham and Mrs Phillips for their continued help.

- **The Giving Machine**

We have received in total £153.47 since September 2019.

- **Educational Grant Applications**

As the meeting in November was cancelled the Chair sent out an email detailing two Educational Grant Applications received from Miss Mann and Mr Ferreria, for some all-weather waterproof suits and some additional sport and rugby equipment for Mr Ferreria's fitness club respectively. Most responses were in favour and the items have been purchased by Mr Wright with monies to be refunded to him. The all weather waterproof suits cost £289.80 and the fitness equipment £209.91.

We also paid £543 for the annual Pre-Prep Percussion workshop held on 22nd October.

- **Summer Ball 2020**

We have paid the deposit for the Shack (total venue cost £1000 spread in two payments of £500)

- **Yr 6 Leavers Book**

We have paid £100 deposit for the Yr6 Leavers Book. This will be recouped when the book is sold.

Overall, we are currently running at a loss for the year following the Fireworks and the deposit paid on the Ball venue. At the moment Natwest has still not sent an up to date Reserve account statement but I work it out to be approx. £19,783, but this has not been reconciled. We have received in £2764.89 in income but to date have paid out £3518.36 for various costs occurred.

Profit and Loss

HCJS PTA

For the year ended 31 July 2020

Account	2020
Turnover	
Bag2School Income	136.00
Christmas Bazaar	719.60
Firework Tickets	1,140.50
Interest Income	10.32
Parent Donations	50.00
Photo Income from School Production	280.00
Second (2nd) Hand Uniform	257.00
The Giving Machine Income	153.47
Total Turnover	2,746.89
Gross Profit	2,746.89
Administrative Costs	
Books for Pre-Prep	93.35
Cups / Cutlery / Napkins etc	63.35
Educational Grant/School Commitments	1,042.71
Fireworks	1,249.05
General Exps	11.99
Glowsticks/Light Swords	194.27
Insurance (ParentKind)	105.00
Photo Costs for School Production	82.20
Venue Cost - Shack	500.00
Xmas Gifts for Staff	76.44
Year 6 Leavers Book	100.00
Total Administrative Costs	3,518.36
Operating Profit	(771.47)
Profit on Ordinary Activities Before Taxation	(771.47)
Profit after Taxation	(771.47)

7. Fireworks/Christmas Fete Feedback

The Chair asked if there was any feedback on the Fireworks event or the Autumn term events. The Chair commented that personally she enjoys the fireworks and it has an important role in the PTA as fun and social evening for parents and pupils alike. In the last two years the weather has been difficult, and this has had an impact on how the event runs and how financially successful the event is. The Chair also had feedback that older children were less interested, and that the PTA should revisit the sale of plastic lightsabers/glowsticks etc.

It was suggested in the meeting that the location is an issue when the weather is poor, specifically flooding. It may be worth considering a different venue – Mr Wright suggested the Boarding House as a possible venue to consider which would not suffer from flooding. Both Mr Turpin and Mr Makurak suggested the Castle Green as a possible venue as well, and it may be worth contacting Friends of Castle Green to investigate this.

Overall feedback though is that the Fireworks is a positive event and has an important role to play.

8. Spring Term Events

- **Coffee Morning in St David's Hall (Wednesday 29th Jan after drop off)**
 - o The Chair suggested, following feedback from the Macmillan Coffee Morning in September, that it might be worthwhile ordering croissants/pastries from Nizi Bakery in lieu of cake donations. He may be open to doing them for a reasonable price and the PTA can cover this with the donations with the profit going to a charity. This was agreed and the Chair would sort.
 - o The charity suggested was The Guide Dogs to help support the school's chosen charity this year. This was agreed.
- **Second Hand Uniform Sale (Monday 9th March 3pm – 4:30pm)**
 - o The Chair asked for volunteers – Jem Brown and Jules Austin said they may be able to do it. Cari Binet-Fauvel had also said she may be able to. Chair will email and confirm.
- **Friday 27th March (last day of term ...) PTA Easter Egg Hunt/Disco**
 - o The Chair asked for volunteers for the Easter Egg Hunt/Disco. Will follow up with email later.

9. Summer Ball (Sat 13th June 2020 – The Shack)

- The Shack has been booked – cost £1000 for the Venue plus £500 for the kitchen hire.
- The Chair suggested getting a committee together – Alexa, Jo M, Ali G, Dan M and Jem have all volunteered so far.
- Caterers need to be organised – had a provisional quote from A2Zest Catering who can offer a Shack suitable menu.
- Band needs to be booked – please let the Chair know any suggestions. Dan Makurak said he would investigate bands and other entertainment options – possibly musician and/or casino
- Fundraising – auction – the Chair asked for members present to have a think

10. Any other business

- The Chair asked for clarification/agreement on the funding/support of the YR6 Leavers Book and Party. Mr Wright confirmed that the PTA donates a fixed fee of £500 as last year and the PTA helps financially with the organisation of the party and the Leavers Book, but the costs are met by the Year 6 parents reimbursing the PTA e.g. The PTA can pay initial deposit and costs, but the money is paid back to the PTA when the book/hoodies etc are sold. The PTA does not oversee the organisation of the book/hoodies/party itself.
- The Chair has also had feedback that the senior school and the OH committee are holding balls this year and whether there is any scope for a joint event or liaising with each other to help share costs/venue etc.
- Finally, the Senior School hosted a “Great Clothes Swap” to encourage sustainability and reduce fast fashion and the Chair wondered if this was an idea to embrace in the Junior School too.
- Mr Turpin asked about the suggestion in previous meeting of a School Pub Quiz. This was still positively received, and the idea was mooted to possibly hold it in the Autumn term and coincide with a teachers quiz too. Mr Turpin is happy to be quizmaster!

11. Date of meeting

- PTA Reps Meeting in Library 9am Tues 11th Feb
- PTA Committee Meeting in Library 9am Weds 11th March

Meeting ended 8:40pm