**MINUTES OF COMMITTEE MEETING**

**Monday 25th January 2016**

**Number 1 Castle Street 7.30pm**

1. **Attendees and Apologies**

Sarah Daw, Louisa Essenhigh, Rebecca Blackman, Lucy Debenham, Mr Wright, Claire Hayes, Al Chapman, Linda Preston, Sheeja Thomas, Rachael Capozzoli, Michelle Bowley, Bec Morgan Jones, Frankie Pope,, Susan Mayaki, Gail Small, Mr Turpin, Mrs Gummerson, Katie Seekings

Apologies were received from: Gemma Johnson, Tracey Lowe, Tricia Finning, Jane Preston, Erin Houston, Amanda Joseph, Sarah Morgan Jones and Emma Lawer

Helen O’Reilly has stepped down.

1. **Approval of the Minutes from the last Committee Meeting**

Proposed: Sarah Morgan Jones Seconded: Michelle Bowley

1. **Matters Arising from the Minutes of the last Committee Meeting**

There were no matters arising.

1. **Chair’s Report**

Sarah welcomed everyone and thanked them all for an amazing term’s fund raising.

Due to the fireworks being a week later and the dry (if extremely windy weather) we had a successful night with lots of tickets sold.

Cauliflower Cards, which was a last minute decision helped even more.

We had a record number of Bag2School bags dropped off which made us £200.

Last of all the Christmas Bazaar raised £639 which was matched pound for pound by Barclays Bank thanks to Katherine Cripps.

I think Lucy has the list of each year group’s stalls, including the choristers, as I’m sure you’ll be eager to know what each stall individually made.

A big ‘Thank You’ to Louise Evans who, with the help or Dr Barber, raised “265 from the Pre Prep Christmas photos taken at the Nativity Tableau and other photos taken throughout the year which were sold at the Christmas Bazaar.

We bought small Christmas gifts for Mrs Stick and Mrs Phillips in the office to thank them for all their help. We also did this for Mrs Wainwright and the catering team, Mr Goode and the maintenance staff and for the Gap Students who have helped us several times and who were wonderful in helping to move all the Bag2School bags on collection day. This was a huge job!

We have received some nice thank you letters.

So, a really big ‘Thank You’ and although the term seems a little quieter on the calendar we can focus on our big event of the year, the PTA Summer Ball.

We have already booked Left Bank and paid the deposit.

We thought this year we may run it a little differently and get a small team together as a sub- committee so they can help with the selling of tickets, table decorations and the collation of prizes.

I have a couple of people already interested and who have put their names down, so if anyone else would be interested in joining, please let us know.

Names given: Gemma Johnson and Becs Morgan Jones

1. **Headmaster’s Report**

Mr Wright informed the Committee that HCJS has welcomed six new children in Nursery, Years One, Two and Four.

He hoped new contact details had been circulated by the office.

Of the six families, three are entirely new and Mr Wright will be meeting with them to discuss how it has felt to be new and what school may need to do to further develop communications and transitions for those families.

He expressed thanks on behalf of the bursar Mr Rob Pizii for our support in the form of the 6K loan for the solar panel installation. These are now fully functional on the Sports Hall roof and Mr Wright can give us log in details for anyone who wishes to see what the panels are contributing to the grid.

1. **Treasurers Report**

Lucy Debenham presented the following information:

***Fireworks***

204 adults @ £4.50 plus 209 children @ £2.50 totalling £1440.50, with additional income from glowsticks, doughnuts and marshmallows of £202.10 giving a grand total of £1642.55

Expenditure on fireworks, glow sticks, hot dogs, cider £1425.79

PROFIT: £216.76

***Christmas Bazaar***

Total raised £639.43 matched pound for pound by Barclays Banks PLC courtesy of Katherine Cripps giving a total of £1279.86.

£100 donated to Head Boy and Girl Charities giving a total profit of £1173.46

Year Group figures are as follows, rounded to the nearest £1.

Nursey - £37

Reception - £21

Year One - £77

Year Two - $48

Year Three - £57

Year Four - £128

Year Five – 23

Year 6 - £80

Choristers - £27

Head Boy and Girl - £53

Photos – 40

Christmas Cake raffle - £49

***Christmas Cards***

Income £1960.70

Expenditure £1573.00

Profit £387

***Pre Prep Christmas Presents (Books)***

Expenditure £177.77

***Pre Prep Christmas Play costumes***

Expenditure £57.00

***Sale of Photos from the Christmas Play***

Income £311.00

Expenditure £46.52

Profit £264.48

***Ongoing sale of second hand uniform***

Profit £60.00

***Other expenditure***

19 hockey shirts for PE Dept £332.50

Solar Panels loan £6000

Left Bank deposit for ball on 11/06/16 £1000

**BAG2SCHOOL FIGURES NOT INCLUDED**

Some discussion ensued relating to the above figures.

In brief:

* Gemma Johnson commented on the success of the Fireworks Night and how visitors had enjoyed it. She loved the use of the pavilion and steps and said it enhanced the event. Sarah Daw agreed and said we hoped to be able to repeat this as it was so overwhelmingly positive making preparation and clearing up easier too.
* Huge thanks again to Katherine Cripps for organising the pound for pound fund matching for the Bazaar

1. **Second Hand Uniform**

There will be a Second Hand Uniform Sale on Monday 14th March from 3pm – 4.30pm. This date is after Half term.

Two helpers needed, so thanks to Katie Seekings and Gemma Johnson for volunteering. It normally takes about half an hour to move the uniform downstairs on the rails, and it was suggested by Sarah that anyone who can help comes at around 2.15 so we can move it all and set up the hall.

Mr Turpin suggested asking for donations of unwanted football boots which could be sold or used as spares should the need arise. It was agreed that we do this.

1. **Templates on the HCJS Website**

These have been removed for the moment whilst Mrs Stick updates them. All communications will have a password protected watermark.

Should you need to send anything out, download a new template and forward to the office detailing who it should be sent to. The office will forward all group emails to ensure nobody is left off as our school population is regularly changing. It will also ensure that school are happy with all that is sent out on behalf of the PTA. The watermark can only be removed by office staff.

We went on to discuss collections for staff, and it was felt that this is beyond the bounds of the PTA and not the role of the reps. Should other parents wish to organise something outside of the PTA then that’s fine. It is a difficult one as if PTA organise these things, in appearance it is as if organised with the knowledge of the school. It was suggested that something about this be put in the Junior Times.

1. **Pre Prep Easter Egg Hunt**

**Last day of term.**

Each class has the chance to go round with a PTA rep to collect letters and solve the riddle which then brings a reward from the Easter Bunny. It’s great fun and very sweet. The letters are hidden in the Quiet Garden and the Frog Garden.

We need a volunteer to be the Easter Bunny.

Volunteers to help are:

Reception – Michelle Bowley and Rachael Capozzoli

Year One – Erin Houston and Becs Morgan Jones

Year Two – Gemma Johnson and Frankie Pope

1. **Juniors Easter Disco**

Years 3 and 4 – 4.30-5.30

Years 5 and 6 – 5.45 – 6.45

The disco is booked. There will be hot dogs. The Choristers have been given special leave to attend and join in.

Sam Holloman raised the issue of the older ones having to hang around with parents for so long before the start, but most comments reflected the need for different events for the different phases who react to the whole thing very differently.

Mr Debenham will ask if two teachers can join us.

Thanks to Amanda Joseph and Louisa Essenhigh (Y3&4) for volunteering to help and to Clare Hayes, Linda Preston and Katie Seekings from Years 5&6.

1. **Any Other Business:**

Social event for the PTA, usually The Barrels and then on for a curry. Any ideas for a change let Sarah or Rebecca know. Suggested date – 18th March

1. **Date of next meeting:**

10th March, venue and time as normal. Sarah thanked everyone for attending and said all welcome at the Castle House though nobody actually went this time!

**Meeting concluded at 8.10pm**

**Rebecca Blackman**

**Secretary**

**25/01/16**

**These minutes are a true representation of the meeting held on Monday 25th January 2016.**

**Signed ………………………………………………………………………………………… Date………………………………………**

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