



MINUTES

George Abbot School PTA Committee Meeting
Tuesday 10th September 2019 at 7.30pm
Elmslie Library

Present: Phil Grainger (chairing meeting), Richard Blundell, Tania Gerber, Gary Whitaker, Marion Lewis, Christine Bruce-Reid, Mariah Mills, Clare Walliker, Mayra Spiring, Natasha Waters, Behnam Heidni, Marie Rumler, Gaby Sutton (acting secretary)

Apologies: Rahim Saeidi, Christina Kantartzi

1. Apologies accepted, Phil Grainger (PG) welcomed all and everyone introduced themselves briefly. PG explained the plan for the year, referring to the annual programme and describing the regular events and activities. Briefly described previous fundraising amounts and projects. Discussed George Abbot staff member identified to be the PTA Admin and event link, not yet confirmed. For an initial project it was confirmed that subject to quotes, PTA have agreed to fund a staging and seating area in the Performing Arts block. PTA may have enough already to fund this and therefore another project needs to be considered.
- 1b. Minutes from meeting held on June 27th accepted as accurate. See below for update on actions.
2. Claire Walliker (CW) reported £67k in the account minus £35k to be paid to the Renaissance project. Minus £1,400 for the blinds in USIC which leaves c. £30,600. CW spoke to Tony Mainee (previous treasurer) re emergency fund and working capital. He advised that there has never been a request for emergency funding and suggested to hold £5k for working capital. Therefore, there is £25K is available.
3. **Coffee morning** - the parents who attended were grateful for the event, attendance was lower than last year. Room was very noisy, consider changing venue to Elmslie conference room. Two entrances were being used which made it fragmented and difficult to grab people and give directions. Teachers didn't seem to be aware of the event and were trying to get parents to leave. **ACTION: Marion Lewis (ML)** to feedback to Alison Firth (yr 7 Head of Year) regarding coffee morning
4. Upcoming events:
Heritage Day on Saturday 14th September. PTA have been requested to provide cakes and serve refreshments. GS requested in newsletter for cakes and will put an announcement out on classlist to request cakes. GS, PG, MM to help on the day.
Quiz Night Rajdoot booked, Raynahm Hall booked, Innovate booked to help on night. Arneys are unable to help on 11th October. **Decision:** PTA members to create a quiz and ask Joe Omar to act as quiz master. **ACTION: Gaby** to ask Joe Omar if he could be quiz master
ACTION: Members of committee to send ideas to Phil via email.
ACTION: PG to remind Rahim to get licence for bar
ACTION: Gaby to ask Tom Robinson/Jane Smith to put a request out for sixth form volunteers to mark quiz
RB, GW and PG will run the bar.
MS will run raffle
Christmas Fair MS explained to those new to the PTA, how the fair works. GS collating external stall requests. **ACTION: MS** to email Karen Clifford (Head of Visual Arts) to request her participation in the Fair this year.
Clandon Park Run GS will act as main coordinator this year and is meeting with Kelly's shortly to begin planning. Ben Rodgers as Head of PE will be championing the run within school. GS noted that ensuring enough marshals are confirmed early

in the planning were key to the smooth running of the event. Both GW and RB volunteered their time towards marshalling.

Natasha Waters (NW) suggested an evening for yr 7 parents. **DECISION** to hold a drinks reception for year 7 parents.

ACTION: MS to coordinate Yr 7 drinks reception

ACTION: GS to email Kate Carriett to request permission and find a suitable date and venue preferably before half term.

ACTION: PG to sort out PTA slides to have running throughout the evening

ACTION: PG to buy wine if necessary for the evening

ACTION: MM to get nibbles

MS, CBR, MM, RB(or wife) to help out during the evening.

Update on actions:

ACT 1 19/06	Meeting to be arranged as soon as possible between representatives at George Abbot and Kelly's.	Gaby	Complete Gaby
ACT 2 19/06	Member of staff to be approached by Jane/Kate to discuss PTA events/admin link role. The PTA will pay for this role 4 hours per week(approx £2000 - 2500 per annum. PTA Admin Link to replace work previously carried out by Gaby and Jane. The job description for this role is already in Dropbox.	Kate/Jane	ASAP In progress
ACT 3 19/06	2 departmental members of staff to be approached by Jane/Kate to provide ongoing support for CPR (PE) and CHRISTMAS FAIR (Visual Arts if raising further funds or Performing Arts). The school to offer small honorariums	Kate/Jane	Ben Rodgers will support CPR. Need to chase KCC re Christmas Fair support
ACT 4 19/06	To establish from Clare (Treasurer) how much is ring-fenced for emergency funds. £1000 working capital – do we need more for Christmas Fair?	Gaby	Complete. £5k for working capital – no emergency fund required
ACT 5 19/06	To offer apologies from Kate and SLT for June 27th, attending Yr 11 prom.	Gaby	Complete
ACT 6 19/06	Kate/Jane to prepare a wish list for meeting taking place on June 27th.	Kate/Jane	Complete
ACT 7 27/06	CW will speak to Tony for advice on amount of money to keep aside for working capital and emergency.	Clare	Complete
ACT 8 27/06	To organise adding Gaby Sutton and Marion Lewis as bank signatories and removing Dave Clarke	Clare	In progress

ACT 9 27/06	CW to investigate introducing bank transfers	Clare	Not urgent In progress
ACT 10 27/06	ML to research obtaining donation from Ecclesiastical	Marion	Not urgent In progress
ACT 11 27/06	Clare to ask at work re how much to expect to pay for services of a chartered account to do accounts	Clare	ASAP In progress
ACT 12 27/06	To advertise for a chartered accountant to review accounts and submit to charity commission	Gaby	Not urgent In progress
ACT 13 27/06	GS to ask at George Abbot where direct debit payments that parents sign up to go.	Gaby	To check
ACT 14 27/06	Gaby to email trustees to suggest funding a further £10k to the Renaissance project.	Gaby	Complete. Agreed extra £10k
ACT 15 27/06	GS to ask DT department if they can make fridge magnets to hand out to new Yr 7 parents with PTA details on them for September.	Gaby	Project for next September!
ACT 16 27/06	GS to look for trolley ASAP	Gaby	Complete. Trolley found!
ACT 17 27/06	KH to send GS details on coffee urn	Kristi	Awaiting details.
ACT 18 10/09	Marion Lewis (ML) to feedback to Alison Firth (yr 7 Head of Year) regarding coffee morning	Marion	
ACT 19 10/09	Gaby to ask Joe Omar if he could be quiz master	Gaby	
ACT 20 10/09	Members of committee to send ideas to Phil via email	All	
ACT 21 10/09	PG to remind Rahim to get licence for bar	Phil	
ACT 22 10/09	Gaby to ask Tom Robinson/Jane Smith to put a request out for sixth form volunteers to mark quiz	Gaby	
ACT 23 10/09	MS to email Karen Clifford (Head of Visual Arts) to request her participation in the Fair this year.	Mayra	
ACT 24 10/09	MS to coordinate Yr 7 drinks reception	Mayra	
ACT 25 10/09	GS to email Kate Carriett to request permission and find a suitable date and venue preferably before half term.	Gaby	
ACT 26 10/09	PG to sort out PTA slides to have running throughout the evening	Phil	

ACT 27 10/09	PG to buy wine if necessary for the evening	Phil	
ACT 28 10/09	MM to get nibbles	Mariah	