

# Minutes for Meeting 2<sup>nd</sup> November 2011

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1. **Apologies** have been received from:  
Cathy Phipps, Jayne Skeates, Julie Green, Mike Lacey, Kudsai Gezi
2. **Minutes of Previous Meeting** (held on 5<sup>th</sup> Oct) - not produced
3. **Matters arising from 5<sup>th</sup> Oct**
  - 3.1. Summer House - – quote received – postpone till Spring
  - 3.2. Scenery for school productions - quote received - PTA happy to pay for MDF, moveable steps, whole lighting pack, PA system, curtain rail/track, curtains = £5000 approx
  - 3.3. School Calendar - ready for selling. It was decided to push sales of the calendar at forthcoming events such as Firework night, Children in Need and the 6th form evening
  - 3.4. School Website - Julia asked if it was possible to create a separate website for the PTA that was linked to the Derby Grammar website. This would be maintained by members of the PTA. The High School have done this and the website looks impressive with videos and photos of past events, pictures of items purchased by the PTA and goals for the future. Taj to assist in the design of the website and Julia to ask Geraint Bowcott to assist in the creation. Quotes to be obtained by the next meeting. The High School website is [www.derbyhighschoolpta.com](http://www.derbyhighschoolpta.com) although it is not yet linked to the main website. The current DGS website does not contain forthcoming events on the ticker strip - Mr Hilliam to ask Louise to rectify.
  - 3.5. Procedures for procuring parent details - this is a ongoing subject which can be discussed at the next meeting. A system for obtaining contact details for new Year 3 parents needs to be finalised. A letter has gone out to all current Year 3 parents asking them for their contact details.
4. **School Business**
  - 4.1. Bar Licences - an outdoor bar licence was obtained for the Firework night. Children in Need will have the one remaining licence so the school have offered to pay for a free bar for Ladies Indulgence Evening. Going forward it is expected that we will be able to use the normal 12 licences for indoor events and use the outdoor licences for Firework night and the Fete.
  - 4.2. Jazz Night - profit of £440.90. The PTA would normally give a donation of £200 to the band. It was agreed to continue to do that. Just over 100 tickets sold.
  - 4.3. Mr Hilliam has asked Mike Lacey to investigate the purchase of two hand held radio microphones and a follow spot. Mike has sourced the radio mics but not, as yet, the follow spot; he's sent his apologies for this evening and suggests asking for approval for the mics by email in the next week or so.
5. **Financial Report:** Balance at 2<sup>nd</sup> Nov 2011 is: £8621.78
6. **Future Events**
  - 6.1. Fireworks Night
    - Red Cross first aid cover is booked and will arrive at 7pm, they will need chairs & table in a reasonably prominent position
    - BBQ is booked, will arrive Fri, picked up Mon, will not need to be cleaned
    - Burgers and Sausages have been ordered and will be ready for pickup Fri morning, invoice will need to be collected at the same time. – quantities reduced to 250 burgers and 250 sausages, 20 vegetarian. Ian picking up Friday morning and bringing to school. New chef pre-cooking them.
    - A "Thank You" to Julie Green for organising the meat
    - We have a licence – outdoor venue
    - Jenny has purchased crisps, polysterene cups, knapkins, sauces, soft drinks and will buy sweets, cookies and milk for tea and coffee

- Ian spent £100 on glow sticks, Ian to work out selling price
- Sarah to purchase 12 bottles of mulled wine as this was popular last year
- Jenny to get bitter and beer
- Julia to get a case of red and a case of white wine from Majestic
- Tim to do fireworks along with Tim Beech, Alex Cochrane, Mark Coleclough
- Julia to ask Mike Lacey
- Petra and Amanda to do tea and coffees
- Bev, Taj, Dee to do food
- Julia, Sarah and Jenny on the bar.
- Mr Hilliam to staff gate

## 6.2 Ladies Indulgence Evening

- 17 stalls confirmed, 3 beauty therapist teams and 1 hairdressing salon
- Food ordered via Sabba, 40p for veg samosas and spring rolls and 50p for meat samosas. To be resold at £1 a portion
- Free bar donated by school due to lack of licence
- Raffle tickets to be sold at £1 a ticket, Ian to announce raffle at 9.30pm
- Ian and Mike to be helped by 6th formers to run food, bar, beauty reception, door and raffle. Carol to ask for volunteers and liaise with Julia
- Julia obtaining Kidney Research T shirts for male staff to wear plus balloons, information sheets and collection boxes.
- Taj and Gujrit to organise banners outside the school advertising the event
- Denise to organise flyers to be put up in and around Littleover and Mickleover
- 100 tickets sold so far but only 7 via reception which is disappointing. Target number of tickets to be sold is 200 minimum.
- BIG THANKS TO JULIE, CATHY, DENISE, GUJRIT, JENNY, SARAH, BEV, NICKY AND DIANE FOR SELLING TICKETS

## 6.3 Indian Elvis, Bhangra Dancer and Curry Night

- Date set for Saturday 17 March.
- Jenny organising quotes from Indian Elivs and Bhangra dancers
- Sub committee to be set up at next meeting to assist Jenny in organising event

## 7. **Future Event Idea**

### 7.1 Summer Event

- Denise, Gujrit, Taj and Amanda have offered to organise a Summer Event
- Date agreed is Saturday 16th June so the Fete will be moved to Friday 15th June
- Mr Hilliam to check that there will be no exams taking place in the hall that day should the school host the event on site
- Once date is set then the team can start organising auction and raffle prizes and investigating possible venues

8. **Any Other Business** - ran out of time!

9. **Date of Next Meeting** - Wednesday 7th December