



PTA Meeting Minutes

Date:	7 th December 2011
Attendees:	I Louch, R Paine, C Bramall, A Heading, J Ashworth, B Illot, D Louch

1. Apologies

J Belton, D Das, T Kalirai, G Gill, K Gezi, J Green, P Hilliam, S Coghlan, J Skeates

2. Minutes of Previous Meeting

The previous PTA meeting was held on 2 November 2011. The meeting attendees agreed that the minutes represented an accurate record of the meeting. Thanks to Julia Belton for writing these up.

3. Current Projects/Funding Priorities

Item	Status
Summer House Refurbishment	2.11.11 - Quote received. On hold for the moment – to be launched in spring 2012. 7.12.11 – As above
Stage Scenery / Sound & Lighting Equipment / Radio Mics	2.11.11 – List of requirements presented for PTA consideration. Meeting agreed to fund MDF, moveable steps, whole lighting pack, PA system, curtain rail/track and curtains. Approx £5,000 7.12.11 – Prioritised list of requirements received from Mrs Watson. Mr Dring being invited in to make assessments and costings for the sound/lighting.
DGS Field Archery Club Request	7.12.11 – Mrs Bramall presented an application for PTA funding on behalf of Mrs Sellors. Mrs Sellors is a qualified Field Archery Instructor and is a member of a local club. She has kindly offered to run a Field Archery Club for the school and would like support with the set up costs. A very well presented application was provided to the PTA detailing specific equipment and costings. Those at the meeting all agreed that a Field Archery Club



	<p>would be a great ‘extra curricular’ addition and that Mrs Sellors’ prepared application was excellent.</p> <p>Action: I Louch will email the PTA members for their consideration so a funding decision can be made.</p>
Adventure Playground Repairs	<p>7.12.11 - The Junior School Council has requested if repairs could be made to their adventure playground. It was agreed that the repairs were likely to be a small cost and that a joiner could probably complete the work required.</p> <p>I Louch commented that as the PTA had provided the adventure playground then the PTA should fund the repairs. He proposed that the school proceed with the arrangements for a joiner to make the required repairs and that the PTA would fund. This was seconded by B Illot.</p>

4. Events and Funds Generation

Item	Status
School Calendar Sales	<p>2.11.11 – Calendar is ready for selling. It was decided to push sales at forthcoming events - Fireworks night, Children in Need and the 6th form evening</p> <p>7.12.11 – A few sales made at Ladies Indulgence Evening. It was agreed that calendars would be sold at the Carol Concert (13th December 2011).</p>
Fireworks Night 4 th November 2011	<p>7.12.11 – Event held on Friday Nov 4th. All agreed the event went well and that the fireworks were superb. I Louch had requested feedback/lessons learned via email and this has been received. Items mentioned during the meeting were: Preference for the BBQ to be set up in the original location where lighting is better, Veggie Burgers not to be provided in future. Tea & Coffee to be sold instead of mulled wine (sold much better).</p> <p>Profit made £1,042.95</p> <p>The meeting discussed next year’s date. There is a timing issue with 5th Nov being the Monday returning from half term.</p>



<p>Children in Need Night 18th November 2011</p>	<p>7.12.11 – Agreed donation to Children in Need from PTA bar takings on the night of £400 leaving £350 as remaining profit. The meeting discussed the need to have good control over the takings as the bar area was very busy and also that we should continue with checking proof of age where it is felt appropriate.</p>
<p>Ladies Indulgence Evening 2nd December 2012</p>	<p>7.12.11 – Event held in December 2nd. All agreed that the event was well attended with lots of stalls and everyone who attended appeared to enjoy. Estimated profit is in the region of £800 but the final figure would be confirmed. It was agreed that the event should be reviewed at the next meeting (with J Belton in attendance).</p> <p>The dilemma with a lack of available bar licence was avoided by providing a free bar (for alcoholic drinks). The Chairman thanked Mr Paine for the wine provided by the school in support of this, it was much appreciated.</p> <p>Thanks were also noted to the Chef for providing crispy cakes. These were very well received and helped raise further funds.</p> <p>The 6th form boys who supported the event also did a great job in selling food, taking entrance tickets/monies and helping with the raffle. It was agreed that a thank you letter should be provided.</p> <p>Action: I Louch</p> <p>The DGS PTA Ladies Indulgence Evening event was also held in support of the Kidney Research charity and it was agreed that a donation would be made from the event. Once the final takings are confirmed, the donation will be agreed.</p> <p>Action: I Louch</p> <p>Finally the meeting attendees wanted to record special thanks to Julia Belton for the huge effort she personally contributed to make this new event successful.</p>
<p>Indian Elvis Night 17th March 2012</p>	<p>2.11.11 - Date set for Saturday 17th March.</p> <p>J Ashworth organising quotes from Indian Elvis and Bangra dancers. Sub-committee to be set up at next meeting to assist Jenny in organising event.</p> <p>7.12.11 – J Ashworth provided an overview of the event</p>



	<p>which will include an Elvis impersonator, a Bangra dance demonstration and the opportunity to ‘have a go’. The event will also have food, possibly a selection of curries.</p> <p>An email will be issued to all PTA members who are willing to be part of a subcommittee for this event.</p> <p>Action: I Louch to issue email request for volunteers to help Gurjit and Jenny.</p>
<p>Summer Fete 22nd June 2012</p>	<p>7.12.11 – The date set for the summer fete is a Friday evening – 22nd June 2012.</p>
<p>Summer Event/Ball 30th June 2012</p>	<p>2.11.11 - Denise, Gurjit, Taj and Amanda have offered to organise a summer event.</p> <p>Date agreed is Saturday 16th June so the Fete will be moved to Friday 15th June. (See below)</p> <p>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.</p> <p>Once date is set then the team can start organising auction and raffle prizes and investigating possible venues</p> <p>7.12.11 - It was confirmed that Saturday 16th June was not suitable as this was the date for the Old Derbeians event at the school.</p> <p>Possible alternative dates were discussed. Dates available are 25th May (prior day exams in hall), 23rd June or 30th June.</p> <p>Ian reminded everyone of the European Nations football tournament and checked England’s matches as this would affect event attendance at a PTA event.</p> <p>It was agreed to hold the Summer Event on June 30th.</p>
<p>Second Hand Uniform Sales</p>	<p>7.12.11 – An update provided by Mr Hilliam confirmed that Cheryl Collie is able to continue to organise this but would like some additional support. Cheryl will focus on the Senior School items with an additional volunteer to support and manage the Junior School items. Thanks to Cheryl for continuing with this. I Louch to seek an additional volunteer to organise the second hand uniform sales for the junior school.</p> <p>Action: I Louch to seek volunteer.</p>



5. Matters Arising from Previous Minutes

5.1.School Website

2.11.11 - 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

7.12.11 – A separate but linked website for the PTA will be looked into. It was agreed that it would be beneficial if it had similar look and feel to the school web site. The creator of the school website is Origination, www.origination.net our Account Manager is Dave Endsor. Next step is to contact Dave Endsor to discuss the idea and possible options (no commitment at this stage).

Action: I Louch to contact Dave Endsor.

5.2.Parent Details

2.11.11 - Procedures for procuring parent details - this is an 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.

7.12.11 – Nothing further raised at this time.

6. School Business

6.1.Bar Licences

2.11.11 - 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.

7.12.11 – The position on Bar Licences has been managed for 2011. **Item closed.**

7. Financial Report



Balance at 7th December 2011 is: £9197.92

8. AOB

8.1. Newsletter/Chairman's Update – It was agreed that an update should be created early in the new year. Discussion took place as to whether this should be printed or made available via the website.

Action: I Louch to prepare update.

8.2. Thanks from The Headmaster – Mr Paine gave his thanks to the PTA for their energy and commitment and wished all a very happy Christmas.

9. Date of Next Meeting

Wednesday 4th January 2012