



## Minutes of the Meeting held on Thursday 5th January 2017

Present: Jo Hewitt (JH), Sue Nolan (SN), Craig Jenkins (CWJ), Gavin Jones (GLJ), Nicky Turner (NT)

### 1. Minutes

The previous minutes were accepted as a true record.

### 2. Matters Arising from Previous Minutes

There were no matters arising.

### 3. Treasurer's Update

3.1 DB provided an overview that receipts since the last meeting totalled £232.80 and outgoings were £113.00 - this was the direct debit payment for PTA UK Insurance.

It was noted that both SN and JH have monies to be paid in to the Treasurer (see 6. below).

### 4. Correspondence

4.1 On 20<sup>th</sup> September a request was received from Keith Davies, Head of Music, for £329 to replace the projector in J6 classroom. This request was approved via an email vote and the cheque issued by the Treasurer.

4.2 On 11<sup>th</sup> November a request was received from Sarah Stark in the Maths department requesting £658 for 2 projectors for C1 and E9 classrooms to enable teaching. This request was approved via an email vote and the cheque issued by the Treasurer.

4.3 On 11<sup>th</sup> November a request was received from Nicky Lewis, English department, requesting £329 for a projector for B3. This request was approved via an email vote and the cheque issued by the Treasurer.

4.4 On 11<sup>th</sup> November a request was received from Anthony Gardner, Assistant Head requesting a donation of £300 to support an initiative to support the promotion of good attendance with students - the 100 club - a prize draw for all students with 100% attendance in each half term, in each year group. This request was approved via an email vote and the cheque issued by the Treasurer.

4.5 A reminder letter was received from the Charity Commission regarding the submission of financial accounts for 2015. The Treasurer confirmed that the accounts have now been submitted and the delay was caused by emails going into his 'junk mail'.

4.6 Email correspondence was received from PTA UK confirming that the automatic renewal of our membership (and insurance) has been deducted. Those present discussed the merits of membership and insurance now that boot sales have ceased. JH to investigate if providing refreshments or operating a student disco would be covered by the school insurance and cancel PTA UK membership if appropriate.

4.7 A request was received from Arthur Jenkins, Site Manager, requesting £845 to enable projector, screen, audio and speakers to be fitted in the former public library building. The building has been adopted by the school and requires some work to bring this into use. Those present agreed to this request.

4.8 A verbal request was brought to the meeting by GLJ on behalf of the DT department for a projector (£329) for J9 classroom. Those present agreed to this request.

4.9 A letter was received from Lyn Gardner regarding support for the prizes usually supported by FOCCS for the current school year. JH spoke to Lyn Gardner - the amount is £50 to cover both prizes for this academic year (this is a reduction from £100 in previous years as it is anticipated that FOCCS income will reduce significantly in future).

5. Lottery Update

5.1 The lottery numbers remain static - JH promoted the lottery in the Christmas Newsletter and will also promote using the New Year leaflets provided by Your School Lottery that promise a prize draw for all new supporters.

6. Events Since Last Meeting

6.1 The last boot sale took place on 18<sup>th</sup> September - £1044 net

6.2 The Christmas concert raffle netted £126

7. Events Before Next Meeting

7.1 25<sup>th</sup> January - Rotary Music - refreshments requested if possible - any volunteers please let JH know.

7.2 26<sup>th</sup> January - Sixth Form Open Evening - JH to provide leaflets on Lottery and Easyfundraising

8. A.O.B.

8.1 GLJ passed on the Headteacher's thanks to the group together with her apologies that she has not been able to attend.

8.2 GLJ invited Sue (and Jeff) Nolan to attend a special Assembly on Friday 27<sup>th</sup> January to recognise the contribution they have made to the school by running the fortnightly car boot sales from April to October every year for over 20 years.

8.3 The future income for FOCCS now that the boot sales have stopped was discussed - events and initiatives to raise money have not been particularly successful in the past. It was agreed that this will be discussed further at the next meeting.

9. Date of Next Meeting

9.1 The next meeting will be on THURSDAY 2<sup>nd</sup> FEBRUARY, 6pm in the Hanbury Arms. This will be the AGM.