



Lawrence Sheriff School Parents' Association

Minutes of Committee Meeting held 16th May 2018 7 pm in the Learning Resources Centre

1. Present:

Joint Chair – Tabitha Droy (Joint Chair) (TD), Ann Smith (AS), Anita Davies (Treasurer) (AD), Jacek Grzesiek (JG), Sukhi Punni (SP), Samantha Reddy (SR), Lucy Fountain (LF), Mike Sutcliffe (School Representative) (MS), Joanna Saint Secretary (JS)

Action	By whom	By date
1. Welcome TD welcomed everyone to the meeting.		
2. Apologies Apologies have been sent by Ian Davies (Joint Chair), Candice Spencer, Ume Aslan.		
3. Minutes of meeting The minutes of the last minutes were confirmed as a true record of the meeting.		
4. Matters arising PA Communications GDPR – In line with new GDPR regulations, there are a number of items to consider for the PA and the data we send out and keep. TD will continue to liaise with Miss Mpofu regarding this who is the GDPR compliance office for the school. PA Minutes and Agenda – the way these are communicated may need to be reviewed. One possibility is for the Weekly Word to contain a note from the PA to advise that the minutes		



<p>from the previous meeting are uploaded on the PA section of the LSS Website. In a similar way, the Weekly Word can be used to invite items for the agenda of the next meeting, and finally a note to say that the final agenda for the next PA meeting is ready to be viewed.</p> <p>PA for the future</p> <p>Carried forward and ongoing</p> <p>The Role of the PA</p> <p>TD confirmed that the Parents' Association are subscribed to Parentkind, a subscription that includes a magazine, PA insurance and is available for all parents of the school to log on to.</p> <p>The details of Parentkind has been included in the PA letter for the new parents, and it is hoped that the magazine will be available for the new Y7 intake parents on 10 July 2018.</p> <p>Parentkind also has a wealth of information about fundraising and has discounted offers for members to make use of in order to maximise fund raising.</p>		
<p>5. Reports</p> <p>Chair:</p> <p>TD explained that the PA letter, Gift Aid declaration and Donation forms have been updated and sent to the office for distribution to the new Year 7 students. However, the new bank account details are unlikely to be included due to the Bank being delayed in sending this information. The bank details should be ready in time for the new Year 7 evening on 10 July 2018.</p> <p>Donations – TD has investigated the possibility of adding a donation option within the Parent Pay portal. TD was informed that the admin cost for the Parent Pay portal was 2%. There was a discussion that the 2% could be funded by the PA.</p> <p>Action – To revisit this option of donations through Parent Pay</p> <p>Action – To look at how many people set up donations through the bank</p>	<p>TD</p> <p>AD</p>	



<p>School: Nothing to report</p> <p>Treasurer: Nothing to report</p>		
<p>6. PA Funds</p> <p>Funding Requests</p> <p>Sound and Lighting Rig</p> <p>The sound and lighting rig will be funded in two phases, phase one will be for lighting and phase two will be for the sound.</p> <p>There have been two quotes for the lights, one came in at £18,000, and the second quote was for £10,455. The second quote will provide all the music department requirements and also fulfil the requirements for anyone else that may require to use the facilities.</p> <p>It is hoped that the lighting rig can be purchased by the end of the year.</p> <p>The committee proposed, voted and unanimously carried a pledge to give a starting contribution of £2,500 towards the lighting rig.</p> <p>Research should be made into funding from the Alumni, Governors and by way of grants.</p> <p>Action – Follow up with the Lighting Company to find out lead times for installation etc.</p> <p>Legacy Purchase</p> <p>Sign/Notice Board for the Front of the School</p> <p>ID has contacted schoolsigns.co.uk for a quote, SR mentioned that she also has a contact and would follow this up and report back to the PA.</p>	<p>TD</p> <p>ID / SR</p>	



<p>Legacy Gifts to Sell</p> <p>The school has approved for ties to be sold as part of the legacy gifts, along with a caveat that the ties are not to be worn by as a school uniform item.</p> <p>The woollen scarves are an option as an alternative.</p> <p>Action – the research the costs and design of the ties/scarves</p>	SR / LF	
<p>7. Events</p> <p>Summer Fundraiser – ‘Gig for the Rig’ – 6th July 2018</p> <p>TD has secured ‘Hanzo’ as the main act, supported by the school Rock Band ‘Ethan and the Giants’ for the gig, this would be held in the big school.</p> <p>The PA will provide refreshments. Wristbands or something similar would need to be used to identify those people under the legal age to drink.</p> <p>Ticket prices were discussed at £5 per person, but further discussions are needed about the planning and selling of th tickets.</p> <p>A licence would need to be purchased for the sale of alcohol.</p> <p>Security would need to be considered at this event, MS confirmed that Rugby First could be approached for security.</p> <p>Doors to be opened at 7pm. MS confirmed the capacity of the big school is 300.</p> <p>Promotion of the event is key, SR has contact with Jason Moss from Rugby FM and could look to gain publicity for the gig through Jason Moss in some way.</p> <p>Action – Ticketing and Marketing ideas.</p> <p>Action – Contact to be made with Rugby First regarding security.</p> <p>Action – Contact with Jason Moss at Rugby FM.</p> <p>Action – Wristbands, price up the costs of the wristbands.</p>	<p>ID</p> <p>MS</p> <p>SR</p> <p>JS</p>	



<p>Action – licences, contact RBC with respect to this licence and a second licence on 12th July 2018 (Summer Soiree)</p> <p>Summer Soiree – Thursday 12 July 2018</p> <p>Mr Watson has confirmed that the theme for this is 'Swing', TD asked the PA to think about ideas for the evening.</p> <p>The school council may be able to support the PA with this event and will be discussed at the next meeting.</p> <p>Food and alcohol will be served at the soiree, the food would be along the lines of a vegetarian and non-vegetarian platter at the cost of £5 per head, i.e.:-</p> <p>Samosa's, crackers, pate/cheese, grapes, tomatoes, olives, hummus, flatbread.</p> <p>Pimms, G&T, cocktails, white wine to be sold.</p> <p>The tables would need tablecloths, and these would need to be purchased</p> <p>Action – tablecloths to be purchased.</p> <p>Action – Licence to be bought (see above action)</p> <p>Action – The requirements for the kitchen are needed by 1st July 2018.</p> <p>Cricket Tea – Wednesday 4 July 2018</p> <p>AD and ID have volunteered to do the Cricket Teas – thank you very much.</p> <p>Junior Prize Giving – Sunday 15th July 2018</p> <p>To be discussed at the next meeting.</p> <p>Armistice Day Concert – 11 November 2018</p> <p>The music department are planning an Armistice Day Concert, Mr Watson is working with an external source for this event. More details to follow.</p> <p>No further updates given at the meeting on 16 May 2018.</p>	<p>JS</p> <p>TBC</p> <p>JS</p> <p>TBC</p>	
--	---	--



Lawrence Sheriff School Parents' Association

<p>Christmas Fair 2018 – 1st December 2018</p> <p>TD confirmed that there has been an enquiry from an external stall holder already.</p> <p>To be carried forward to another meeting.</p>		
<p>8. Correspondence</p> <p>No correspondence to report.</p>		
<p>9. Any Other Business</p> <p>PA Cupboard and Stores Tidy Up</p> <p>PA Stores – tidy up to be arranged for a future date.</p>		
<p>10. Date of Next Meeting</p> <p>13 June 2018 at 7:00pm in the Learning Resource Centre</p>		