

Torquay Boys Grammar School Parents Association Meeting

Held on 18th September 2018

Present: Molly Povey, Jacquie Rowe, Denise Abel, Ginny Cunliffe, Debbie Hitchcock, Julia Melliush, Paul Stevens, Ruth Dixon, Rebecca Hedges, Roz Morrell, Vanessa Ripley and Pete Lawrence

Apologies: Gill Shapland, Andrew Medhurst, Lisa Creswell and Lindsey Kings

Minutes of last meeting held on 5th June 2018 – all approved and there were no matters arising.

Dates of PTA meetings are not showing on the school website calendar – Molly to contact Kev Smith to sort.

Treasurer's Report: In Andrew's absence Molly read out an update she had received.

In order to enable the Treasurer to act swiftly to make payments and identify receipts Andrew has arranged that the Bank Account with HSBC becomes available on-line through HSBC secure Banking. Andrew now has sole access to the account to make payments and examine statements and will report, as before, to the PA Committee all actions taken between meetings. To add a level of security and safeguarding to the account Andrew will now produce a copy of the latest Bank Statement to each meeting to support his report on the financial position of the association. This to be signed by the Chair agreeing that the bank balance on the statement is as reported.

With the imminent Art Show Andrew has arranged the purchase of a Card Reader to enable the association to receive monies for sales using Debit or Credit Cards. This machine has cost £35 (incl VAT). The reader will work via Bluetooth with a tablet computer which Kevin Smith is lending the PA from school resources.'

Treasurers report as at 18 Sep 2018.

1.1.18	Opening Balance	£1838.82
	Musical Bar Profit	£ 232.26
	Sports Day Profit	£ 441.01
	Art Show Balance	£4573.20
	Open Balance +Income	£7085.29
	<i>Spent</i>	
	Annual Insurance	£ 122.00
	Wine Tasting Function	£ 21.00
	Total Operating Expenses	£ 143.00
18.09.2018	Current Balance	£6942.29
	Cash In Hand	£ 553.47 (recently received cheques)
	Bank	£6388.82 (see Bank Statement)
	Total Holdings	£6942.29

Members felt that it would be beneficial to have 2 or possibly 3 other people to be able to log on and access the account.

Art Show– October 12th, 13th and 14th October

70 artists now confirmed and paid up in full. Robert Lenkiewicz son, Robert, has agreed to bring along some of his father's original paintings.

Some questions from the Art Show team;

* We are planning to open a separate temporary bank account for the Art Show, preferably with the 3 of us (Denise, Lisa and Chris) as joint signatories, so that we can easily manage the finances for the event. We have spoken to a financial advisor and they have said the best account for this type of event is with Santander (called Treasurers Current Account), and that it is a very simple process to get it opened.

Everyone agreed that a temporary bank account should be opened as hundreds of transactions both in and out are anticipated.

* Can the indoor Art Show banner be put up at entrance to Celebration Eve on Thursday please?
Yes

* Licenses - do we have raffle, event, bar licence all sorted now?
Licence – being sorted by Debbie Simons (school bursar).

* Can messages to parents go out through parentpay (they do this in the girls school) - just wondering if more people are likely to read a message if it comes from parent pay, rather than a general email.
Parents need to register to receive emails.

* How feasible would it be to run a school minibus as shuttle bus service from Torquay town to School over the Art Show weekend? Or even if it was just on one day - maybe the Sunday?
Decided that this would not be feasible due to finding someone qualified to drive

Promoting being undertaken on Facebook and Instagram and all members encouraged to like and share. Posters going up around the Bay and press releases being issued. Banners to go up at the lights at Shipway Lane junction and on the top field fence of the school grounds.

Need to add pop up box on school website to advertise – Pete Lawrence to sort.

Help is needed on pre-view evening of Friday, the event days of Saturday and Sunday. School to ask 6th Formers to help. Email to be sent to parents outlining roles needed to be filled. Meeting with helpers to be organised the on the Friday so everyone aware of roles.

Family Support and Wellness Event – Wednesday 17 October

Help needed to serve refreshments from 6 p.m. to 8 p.m. Helpers needed from 5 p.m. to set up.

Wine and Wisdom – date proposed 22nd November

Pete to find out if this date will work. Agreed to go ahead but with easier questions than in previous years and to include children.

First Impressions Evening – arranged for 21st November. School discussing new format for evening.

AOB: Nothing raised.

Date of next meeting: 6th November at 7.00