

Torquay Boys Grammar School Parents Association Meeting

Held on 24th April 2019

Present: Molly Povey (MP), Gill Shapland (GS), Lindsey Kings (LK), Jacquie Rowe (JR), Denise Abel (DA), Julia Melliush (JM), Ruth Dixon (RD), Rebecca Hedges (RH), Chris Bloor (CB), Ginny Cunliffe, Olivia Downes (OD), Debbie Hitchcock, Lisa Cresswell (LC)

Apologies: Roz Morrell, Tracey Morris, Julia Robinson, Peter Lawrence (PL), Paul Stevens, Glenys Escott, Judith Benyon, Andrew Medhurst (AM)

Item No	Detail	Action (if applicable)
1	Minutes of last meeting - held on 6th February 2019 – all approved and there were no matters arising	
2	<ul style="list-style-type: none"> • Treasurer's report – • The year 8 Parents' Evening raised £125, leaving £42.24 profit after expenses • The year 7 Parents' Evening raised £210, leaving £173 profit after expenses • Mothers' Day sales took £364 over three days leaving £92 after £272 expenses. There is still £100 worth of card in stock • Bingo evening raised £838, leaving £498 after expenses • Les Mis net profit £1145 – already donated to the school (approx. £500 food, £650 bar) • Bank – waiting for a credit of just under £500 from bingo • £250 has been paid to art dept. LC needs to check. Molly thought that AM said it had been paid. • Bank balance £10,855 	LC check re £250 payment to art dept.
3	<p>How are Funds Allocated? Is there a system in place?</p> <p>LK says it is up to the PA. MP said we don't need an excess of £10,000. LK advised that the school was not successful in their funding bid for money they wanted for the sixth form. New plans show an extra build which would be the café, alongside the left wall. This revised plan</p>	<p>DA to look into cost of plaques</p> <p>DA to liaise with James Hunt about ideas like having coloured plaques to correspond to the school houses.</p>

would cost closer to £50,000. CB suggested it would be good to aim for a £50,000 goal.

LK advised that the school is losing students to Exeter College. The building would be an addition rather than a totally new build. LK to chat with PL about when he would want the money.

It was suggested that it would be prudent for the PA to have a reserve of £2,000. LK advised that the school does not earn interest on the account; this is the same for the PA account.

DA suggested having a summer holiday goal so that building works can happen in a summer holiday.

JM asked if the plans would include soft furnishings. LK replied that some of the block is equipped already.

MP requested drawings; LK said that they had been available at the recent art show.

MP suggested a committee to raise money and that plans should be shared with parents. The committee will focus solely on fundraising for the sixth form.

Discussion about bricks and plaques. JR suggested selling bricks. LK advised that the company they had used before has gone bust and that they cannot find another company to make the same type. JR suggested plaques such as those at Torquay Utd.

LK advised that funding for the sixth form has lagged in the past decade; one of the reasons it is suffering and failing to attract students.

It was generally agreed that the plaques would look nicer than bricks and could possibly be made into a "Leavers' Wall"

LK thinks bricks are at least £50. DA to look into plaques costs and PA could suggest a minimum donation of £20, bearing in mind the cost of the plaque, and encourage people to pay what they want above that amount. Meeting preferred plaques to bricks.

Les Mis money has been donated for future productions.

	<p>Parents' Evenings - PA to provide refreshment's from now on. Information will be given to parents beforehand.</p>	
4	<p>Feedback on Les MIS (DA)</p> <p>There has been very positive feedback about the production. There were questions about whether to use the sixth form block or the bistro. Most like the sixth form as it is cosier and the money the PA raises is for the sixth form anyway. It is also sensible not have too many people as there is not much time to serve a two course meal.</p> <p>JR commended DA for her attention to detail. LK said staff had enjoyed it.</p>	
5	<p>Feedback on Bingo Night (LC)</p> <p>Positive feedback. 80 tickets sold. Good mix of people across the school years. LC said CB did well with catering at £1 per head.</p>	
6	<p>Feedback on Mothers' Day Shop (JM)</p> <p>Three day pop up shop</p> <p>185 presents bought for £1 and priced at £2 (sale or return)</p> <p>264 cards bought for 50p and priced at £1</p> <p>The pop up shop sold 64 cards and 150 presents</p> <p>This raised the PA profile with staff. Leadership Team came over and chatted.</p> <p>Made nearly £100</p> <p>Positive feedback about staff involvement</p> <p>No appetite in meeting to repeat for Fathers' day but will repeat for Mothers' Day next year</p>	
7	<p>Future Events Planned (DA)</p> <p>Refreshments for year 6 parents meeting (for year 7 September intake) 7pm? LK to confirm. The provision of refreshments will raise profile of PA before the pupils even start the school.</p> <p>DA suggested a second hand school uniform sale. CB said it would be better for years 8 & 9. Meeting suggested that the sales would be</p>	<p>LK to confirm time of Year 6 parents' meeting</p> <p>DA to organise who can attend and help</p>

	<p>better at years 7 -9 parents' evenings as the boys would be present for sizing. Donations rather than prices. All agreed.</p>	
8	<p>Feedback on Year 7 Social Evening</p> <p>Almost 50 turned up. Cakes donated therefore cake, tea and coffee were provided. LC compiled a quiz. People sat in their houses. People were very sociable. MP suggested that the PA repeats that but earlier on in the year. DA suggested the sixth form block for the venue, others the school library. Need a date before the 27th June to advertise it. Also need a date to book the room.</p> <p>WhatsApp group can be set up from the year 6 meeting.</p> <p>Email parents in first week in September to remind them of the social evening.</p> <p>LK to check date to have it in the week beginning 16th September – 17th September TBC</p> <p>(24th September for PA meeting TBC)</p>	<p>LK to check if library is free for 17th September for the year 7 social evening</p> <p>DA to organise who can attend and help</p>
9	<p>Sports Day – Friday 28th June</p> <p>PA to provide refreshments</p> <p>RD said that Steve will do sausages, supplier to be Westway. Sausages are £12 for 80</p> <p>JR pointed out that Sports Day was not on the calendar. LK said she would make sure it is put on there.</p>	<p>DA to organise who can attend and help</p> <p>LK to ensure Sports Day is on calendar</p>
10	<p>Saturday 5th October – ski sports sale</p> <p>Idea to encourage people to donate stuff and get money off stuff they may want to purchase</p> <p>DA said that £61 was made when the sale was not even held last time! She has stock in her loft.</p>	<p>DA to organise who can attend and help</p>
11	<p>Wine and Wisdom Friday 1st November</p> <p>Just a reminder</p> <p>People in the meeting also suggested that the PA should be providing refreshments at any event, e.g. summer concerts</p>	<p>DA to organise who can attend and help</p>

12	<p>Purchase of a Separate PA Website (CB)</p> <p>CB says that it is not easy to find PA stuff on the Parents' page of the school website. Therefore no one looks at it.</p> <p>CB talked about two options:</p> <ol style="list-style-type: none"> 1. Wix at £8 PCM (discounted) then £16 PCM after a year 2. Wordpress £20PCM <p>The PA needs a website to accept online payments</p> <p>DA suggested checking what small, local, business do</p> <p>Many people in the meeting thought it might be worth investing in a paid-for-website to advertise events and to attract people to them</p> <p>OD suggested that CB gets quotes from at least three companies so that we could compare and decide in the next meeting. MP asked CB to put it in the newsletter so we could see if there are any parents, with expertise, who could offer pertinent advice. JR offered to help CB with this task. MP said that the next PA newsletter will detail what we have done, what money we have raised and what we are planning. CB will organise people to write it. CB will also ask for advice re website in that letter. MP was keen that the PA did not just send an email but a letter with pictures, as that would have more impact, especially as we are launching the PA appeal to raise £50,000 for the sixth form area. CB to send the finished letter to Sandra at TBGS to send out to parents.</p>	<p>.</p> <p>CB and JR to organise PA letter and to check website companies to see what they offer and for what cost</p>
13	<p>Purchase of Mugs/Teacups</p> <p>The PA currently uses the school's cups and saucers. The meeting decided unanimously to purchase own mugs. We need around 150 mugs from Ikea plus boxes in which to store them. Decided on multi coloured designs. Cost should be just over £100</p>	<p>MP to liaise with CB/DA who are purchasing mugs</p>
14	<p>Automatic Parental membership of PA (CB)</p> <p>This is effectively already done – as all emails sent through the school.</p>	<p>CB to organise and compile handbook/brochure with those who wish to help</p>

	<p>At the forthcoming year 6 parents' evening – encourage people to join PA, show what PA does etc</p> <p>CB to oversee the handbook/brochure for this. The PA will pay for printing. We need to decide the costings/budget for it. Then the PA will do it ready for Sandra to print it.</p>	<p>At next meeting have costings/budget ready to discuss and agree</p>
15	<p>More Storage Space Required for PA</p> <p>PA has a cupboard. LK to look into alternative storage. Could we have another cupboard next to the current one? LK suggested the area behind the curtain in the kitchen if it is cleared out</p>	<p>LK to look into alternative storage</p>
16	<p>Regular Slot in School Newsletter</p> <p>The newsletter is not sent out on any fixed dates. LK advised that PA sends information to Sandra when they have it.</p>	
17	<p>School Lottery</p> <p>Parentkind run it – the draw is very Saturday for the school. The school will receive 40p for every £1</p> <p>30p of every £1 is for the prize</p> <p>6p of every £1 is put towards a £25,000 weekly jackpot which covers all the schools which participate</p> <p>20% is admin fee</p> <p>4p in every £1 is VAT</p> <p>PA would need a licence for around £60 to run it and it would cover all raffles etc.</p> <p>The more parents who can be encouraged to sign up; the more money is raised for the school.</p> <p>GS wanted the PA to check with PL that he is ok with it. LC will register once PL approves. LK to discuss it with PL.</p>	<p>LK to check with PL that he is happy for the PA to register with the School Lottery</p>
18	<p>AOB</p> <p>1. JM – we should get some aprons with a TBGS PA logo on them</p> <p>DA showed the meeting a prototype logo we can use for advertising events. MP suggested we change colours. After discussion the meeting decided on 6 (initially) navy blue aprons with</p>	<p>DA to purchase aprons , liaising with MP</p> <p>MP to message Kath re logo then send to CB for Facebook page</p>

	<p>white PA @TBGS logos on them. DA to get aprons after liaising with MP</p> <p>MP to message Kath, who did the prototype logo, then send the finished logo to CB to put on the FB page</p> <p>2. Date for year 9 exams: Week prior to Sports Day, 21st -26th June</p>	
19	<p>Date of Next meeting</p> <p>Tuesday 11th June 2019</p>	

Parent Council followed. Notes are available on request.