

Overdale School Parent Association Meeting

Thursday 28th September 2017 (Junior School)

Present: Toni Ann Bentley (Chair), Sarah Ahmed, Sophie Guest, Hayley Holmes (OIS Deputy Head), Helen Ford, Mandy Patel, Mel Elliott (Fete Mngr), Susan Davis, Matt Davis (Treasurer), Katherine Allen (gen. secretary), Louise Wilson (Vice Chairman), Juliet Hart (OJS Head), Katy Rodger, Rob Hedges, Adrian Harris

CHAIR'S REPORT:

Review of past year's events:

Family Bingo Night

- Keep a bigger time gap between this event and the Quiz night in the future

Quiz Night

- Despite fewer teams as compared to last year; the event raised more money than the previous year
- Aim for more teams this year
- Advertising the event outside the school was suggested last year – parents of former Overdale students, for example

Summer Fete

- New people were more actively involved, leading to new ideas and a very successful event

Match funding

- Raised £2500 compared to £980 from previous year
- Identify more employees of Royal Mail, Barclays, Santander, Experian etc, especially amongst the new parents of the Rainbows' children
 - Point of Action: **Mel Elliott** to send out letter that was used last year to identify any parents who may qualify for match funding

Leavers' Disco

- Not intended for profit
- Left over stock from the Summer Fete was used for the Year 2 disco
- A lot of stock does not need to be bought for these discos like the Christmas discos, as the left-over stock from Summer Fete is used

Ragtex

- To be discontinued

- The collection cartons have been emptied and donated to The British Heart Foundation

Donated Uniform

- Sold on Frozen Fridays
- Still a lot of it left
- It was agreed that it could be sold at the meeting when new parents are invited to school in the summer term for the new Rainbows meeting.
 - o Point of Action: **Hayley Holmes** to inform new parents of the 'previously loved' uniform rail at the meeting by letter (end of April/beginning of May)

TREASURER'S REPORT:

Highlights:

- Profit £14,214 (↑ £3,802 previous year)
- To be allocated: ~£6.5K Infant School ~£7.6K Junior School
- Junior School have £5.7K and Infant School £1.6K remaining funds from previous year

Events:

- o Autumn Cake sale: £366 (↑£56)
- o Christmas Disco: Junior School only £1128 (↑£312)
- o Infant School Christmas Film Night: £442 (↑£33 Easter disco previous year)
- o Quiz Night: £338 (↑£26)
- o Spring Cake Sale: £323 (↑£51)
- o Bingo Night: £474 (↑£71)
- o Summer Fete: £9334
- o Leavers' Disco: £123.08 profit

Other general income:

- o Ultra Marathon: £301.89
- o Ragtex: £9 (↑ £3)
- o Prize draw: £602 (↑£41) – 32 members currently
- o Frozen Friday: £644 (↓ due to weather)
- o The Giving Machine: £15 (↓£55) – someone to take lead on this

Match Funding:

- o £2550 (↑£1570)
 - £250 – T Birch (Experian)
 - £1000 – N Holmes (Barclays)
 - £500 - S Cook (Santander)
 - £200 – J Patel (Royal Mail)

- £400 – Royal Mail

Use of funds generated 15/16:

- Infant School
 - £3700 spent:
 - £1100 - Christmas classroom gifts
 - £2000 – playground
 - £600 – Sensory Room
- Junior School
 - £351 – fridge freezer
 - Point of Action: **Juliet Hart** to inform OJS staff how to apply for funding through the PA. The system seems to be better understood at OIS.

Funding Requests:

Overdale Junior School:

*Compton Varney Trip - £630 contribution. Approved by email and confirmed at the meeting.

*Playground equipment - £5,000 – all present, approved, given the school would complete and submit the correct funding request form.

-Matt Davis has since completed the paperwork on the school's behalf, for the above request, which was approved and signed by Juliet Hart-

*iPads – this request has been retracted and replaced with the request for the playground equipment funding, as stated above.

Other:

*Matt explained that the Chair of Trustees, (Mel Elliott), audits the PA accounts in accordance with the Charity Commission guidelines.

*Doubt upon whom the £250 match funding is from; Experian (TB) or RBS (JH)

* Point of Action: **Matt Davis** to clarify the match funding revenue by next meeting.

ELECTION OF PA COMMITTEE MEMBERS 2017/18:

- **Chair – Mel Elliott**
- **Vice Chair – Louise Woolhouse**
- **Treasurer – Matt Davis to be shadowed by Sophie Guest**
- **General Secretary – Katherine Allen**
- **Meeting Secretary – Sarah Ahmed**
- **Fete Manager – Mel Elliott**

NB: Mel Elliott will pass on Chair duties to the Vice Chair once the preparations for the summer fete begin (approximately Jan/February 2018).

PA EVENTS 2017/18:

***Cake Sales**

1. *Halloween Cake Sale*
 - Friday 27th October
 - Infant School
2. *Easter Cake Sale*
 - Friday 23rd March

***Mandy Patel and Helen Ford** to lead the events*

***Discos**

1. Christmas Disco (Juniors) – Thursday 7th December 2017
2. Leavers' Disco – Thursday 12th July 2018

***Toni Bentley, Sue Davis and Sophie Guest** to take lead on the events*

Point of Action: **Hayley Holmes** to consult in Infants what Christmas event they would like and advise of date too.

***Christmas Tree Festival**

- Tuesday 12th December
- Send tree requests as some have damaged over the years
- Request volunteers to take a tree home to test it

Point of Action: **Mel Elliot** to lead/confirm the date with the Salvation Army

***Family Bingo**

- Should it be held in November?

***Gary Bennett** to lead the event*

Point of Action: **Sophie Guest** to liaise with **Gary Bennett** about proposed date

***Quiz Night**

- Friday 9th/16th March

***Ian Fittock/Gary Bennett/Rob Hedges** to lead the event*

Point of Action: **Mel Elliott** to liaise with **Ian Fittock** to check continued involvement and date

***Frozen Friday**

- Source a new freezer

***Mel Elliott/Annette Woods** to continue to co-ordinate but would welcome volunteers to help/run too. **Sophie Guest** noted can help*

***Summer Fete**

- June 2018 – date to be confirmed

Point of Action: **Hayley Holmes** to inform the PA of the new parents meeting date so

PA can advertise the Summer Fete.

Fete Committee Members 2018

Mel Elliott (Manager)

Rob Hedges

Katy Rodger

Sophie Guest

Louise Woolhouse

Helen Ford

Mandy Patel

Emily Chorley

Point of Action: **Mel Elliott** to check last year's committee members for continued involvement.

A.O.B:

1. Louise Woolhouse to investigate two new fund raising event ideas:

*Jumble Sale

*Auction

2. Mel Elliott to investigate a Record Breaking fund raising event

Date of Next Meeting: Thursday 18th January 2018 (Infant School)

Date of Summer term meeting: Thursday 17th May 2018