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Due to the Covid 19 situation this was an extraordinary meeting of the key Committee Members and Trustees only; it was held online via Microsoft Teams.

**OSH PA (Extraordinary) MEETING**

Held Wednesday 3 June 2020 @ 7.30pm (via MS Teams)

**Present**: Clare Cartwright (Chair & Trustee), Tracy Lee (Vice Chair & Trustee),

Roger Walker (Treasurer & Trustee), Hamish Pearson (Media/IT & Trustee),

Paul Kilbride (Headmaster)

1. **WELCOME & APOLOGIES**

No apologies due to the nature of the meeting.

1. **QUIZ & CURRY NIGHT**

This was postponed on 13 March due to Covid 19; 160 guests had booked and paid. TL contacted everyone via email, explaining that we hoped we could reschedule for September. It was agreed to send a further email to those who’ve booked explaining that the quiz probably won’t happen until the New Year. We will mention what we’ve financed during the past few months ie the masks, croquet set. Refunds can be made via cheque, or donated to the PA.

Action – TL to prepare an email to be sent out.

1. **SCHOOL LOTTERY & EASY FUNDRAISING**

Your School Lottery – Regular Lottery payments still coming in, with 64 people signed up (92 tickets). Paid out £580 this year in winnings, taken in just over £1,280. Agreed to promote this to new parents in particular, and to give a prize for the 100th subscriber.

EasyFundraising – Just received a payment for c£138. Also to be promoted to new parents.

Action - CC to prepare a letter to go out to new parents promoting both fundraising streams.

1. **SOCIAL MEDIA & COMMUNICATIONS**

Action - PK to liaise with school about OSH PA being able to post on main school FB page, and to notify HP.

Action – CC to include all forms of contacting the PA via various social media platforms in her letter to new parents.

1. **REQUESTS & CORRESPONDENCE**

During lockdown, the following funding was discussed and approved by the Trustees:

* £400 for 200 face masks for staff and students at school (via Mr Kilbride).
* £745 for a pool table for Foley House (via Mr Dean).

We’ve subsequently had another request from Mr Dean for some artwork for Foley; it was agreed to increase our donation to Foley to £1,000 to cover the pool table and artwork. CC has suggested that Mr Dean also contacts Pam Batta at the OSH Shop to see if they are able to contribute.

PK said there may be a request for a ‘Visualiser’ (or maybe 2 or 3) which can scan an image or map etc and project it on to a screen for presentation work, which could be used for DoE and the Geography Dept.

The Art Department may request some additional equipment but they need to decide how things will work in September in terms of social distancing, which will impact on how they work.

PK said there will be a lot of work to do in terms of the ‘recovery curriculum’ for children returning in September, who will have had 6 months away from school life. We may be able to fund speakers or other external support to speak to students and staff.

1. **FUTURE MEETINGS & EVENTS**

We need to think of ways of fundraising that don’t involve large crowds. Might look at holding a virtual online quiz and ask for a contribution. We will keep monitoring the situation and see if we can come up with an event for September.

Next PA meeting is scheduled Weds 1 July. It was agreed to advertise this to current PA Sub Committee via WhatsApp and hold it online again which would potentially allow more people to attend. We will also continue to hold small meetings of key committee members.

Action - CC to include invite to AGM in September in her letter to new parents.

1. **HEADMASTER**

Big thank you from PK for all the support offered by the PA.

1. **AOB**
2. **New Starter information**

Action - CC to write a letter to be sent out to new starters.

1. **Leavers Ball Donation**

The Ball won’t be going ahead as planned, so no donation needed, but school to let us know if anything else is needed.

1. **PA Leavers Gifts**

Some PA members will be leaving so we need to thank them for their contribution over the years. When we know who’s leaving we will decide on suitable gifts.

NB - PK left the meeting at this point**.**

1. **Use of MS Teams**

CC expressed concern about using Teams as she felt it was possibly more than we need for the PA.

RW explained that he saves all Accounts information on One Drive. CC saves Minutes on to her own PC which she then sends out to those who have provided an email address. TL uses the Events@oshpa email address for events correspondence only, and also saves documents to her own PC.

It was agreed that Teams will be used by key post holders/Trustees as a repository for all PA related documentation, with access limited just to them. This will also ensure that all documentation will be in one place and available to future post holders.

HP is happy to provide individual training in order to help us get more out of the system.

We will continue to use our personal email addresses to contact each other but no personal data (eg names/event booking information) will be transferred this way.

Action – Out of Office messages don’t work on the Events email as it is set up as a group, so HP to add a Rule so that an automatic response is sent to every email received.

Action - To decide whether to use Teams or Zoom for the July meeting depending on how many people wish to join. Teams can only *show* 9 people at once, whereas Zoom can display as many as will fit on the screen, which should hopefully be enough for everyone who attends.

1. **Date of Next Meeting -** Wednesday 1 July @ 7.30pm (online).