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**OLDSWINFORD HOSPITAL SCHOOL PA MEETING**

Wednesday 4th March 2020 7.30pm-9.00pm

**Committee Members**: Clare Cartwright, Chair

 Tracy Lee, Vice Chair

 Roger Walker, Treasurer

**Co-opted Members**: Tracy Lee, Hamish Pearson

**Present**: Clare Cartwright, Roger Walker, Jen Coleman, Tracy Lee, Clare Thurston, Jen Butterworth, Hamish Pearson, Hanna Le Quelenec, Emma Fawkes Underwood, Kaye Ramsarren,

**OSH Shop Representative**: Pam Batta

**School Representative**: Mr Kilbride

1. **Welcome**

Welcome to everyone and Mr Kilbride

1. **Apologies**

Joan Hill, Julie Henry, Vanessa Walker, Ruth Hutchins

1. **Minutes of the last meeting February 5th 2020**

Agreed

1. **Quiz and Curry Night Update**
* 160 guests have paid, had to turn away 8 guests.
* The BACS payment method has been a success.
* The cost of the food is £720.
* The Quizmaster’s chair has been located.
* The Quizmaster will need a table and to be able to plug his mic in.
* The Quizmaster likes to be paid cash on the evening, Roger to make sure he has the funds ready.
* Mr Kilbride will supply A5 paper and pens.
* The spoons and eggs (x6) are ready for the ‘last place’ prize.
* The winners receive medals, which have been created by Kerry from the OSH Shop. Ruth Hutchins will make sure we have them on the night. There is no charge for the medals.
* The winning team will receive chocolates, a bottle of Prosecco, a bottle of red wine and a bottle of white wine (from the PA Cupboard)
* Agreed set up time 6.30pm. Doors open 7pm and quiz begins at 7.30pm.
* A few members of the PA have volunteered to arrive at 6.30pm to set the room up.
* There are tablecloths in the PA cupboard.
* School are providing glasses.
* Bin bags are in the PA Cupboard.
* The PA need to plug the Lottery at the Quiz Night in order to encourage more support.
* Flyers will be distributed at the quiz and guests will be able to sign up directly to the lottery using the QR code on the flyer.
* There will be prizes for those who sign up (bottle of Prosecco from the PA cupboard) and a prize for the 100th ticket sold. Hamish will be able to let Clare Cartwright know when the 100th ticket has been sold. The PA will let guests know about the opportunity to sign up to the Lottery before the event through the PA Facebook page and the school Twitter page.
* Clare Cartwright will also let all the guests know about the Winter Ball at the Quiz Night.
1. **Accounts Update – Roger Walker**
* Current balance: £18,283.03
* £650 cheque waiting to be cashed for the wire cutters. Mr Kilbride will investigate.
* Clare Cartwright is almost a signatory on the bank account.
* Paying in by BACS directly into the bank account has been very smooth and much easier to manage.
* Internet banking is live.
1. **Lottery Update and Easy fundraising – Hamish Pearson**

Lottery

* £166 in the last month.
* 91 tickets sold from 64 people.
* The lottery is raising £1810 per year on average.
* It would be great to reach 100 tickets, which the PA will aim to reach at the Quiz and Curry, please see notes agenda item 4.

Easy fundraising

* £136 payment has been received (including £5.24 from Amazon).
* The projected income is £1800 per academic year.
1. **Social Media and Communications**  - **Hamish Pearson**

**Facebook** – there has been more interaction on the Facebook page but no increase in followers.

**Twitter** – The PA Twitter posts work well when they are retweeted by school. This dramatically increases the reach of the post. The school retweet all of the OSH PA tweets.

**Banners** – The Easyfundraising banner is ready to be utilised and looks very good. Thanks to Hamish for all his hard work.

The banner for the lottery will need to include more information other than just the Lottery logo so that it looks interesting and fills the space on the banner. It could include a list of the items/projects the PA has funded, Unifrog, CRY etc. It can also include details of the OSH Shop.

Mr Kilbride has asked Clare Cartwright to write an article for the end of term newsletter. The article will include details about the Winter Ball, Quiz and Curry Night and mention fundraising for a larger item. Roger Walker will send a list of the funds raised by the PA over the last 12 months to Clare to include.

1. **Requests and Correspondence**

There have been no requests for funding but Mr Kilbride thinks this is because the staff are considering the PA donating to a larger project.

The suggestion that the PA could support funding for a new sports surface has been received well by staff. In light of this the PA have invited Mr Andrew Coalter to the next PA meeting (Wednesday 1st April 7.30pm-9pm) to educate us all about 3G and 4G surfaces and explain the benefits these surfaces would provide for example the 3G surface is more versatile and would be able to incorporate hockey which cannot currently be played at OSH.

**Tom’s Memorial Garden**

Mr Kilbride is still investigating boulders and totem poles which are expensive and take time to create. Spherical boulders could be rolled but are in Beijing! Fibre glass replacements are a possibility but don’t reflect Tom’s love of geology. Suggestions from the PA included using metal as Tom loved aeroplanes but the difficulty is finding suitable items that can stand the test of time.

As a stop gap Mr Kilbride has decided to cover the area in lawn and provide a bench.

**Garden of Reflection**

Beverley Hirons from the Foundation will be available to move forward with this garden once she has finished her work with the new premises.

**General Discussion about how much the PA or the OSH Shop would like to donate towards the gardens**

The OSH Shop are considering funding the lawn and the bench in order to keep their bank account balance below £5000. Pam Batta will discuss with the volunteers at the OSH Shop and confirm with Mr Kilbride. The cost was estimated at £500. Pam Batta was happy with that cost.

1. **Future Events**
* Jen Coleman and Ben Coleman have offered to raise funds at the May Music Concert on Friday May 1st 2020. A possible option is to sell Pimms and strawberries. The support been agreed with Miss Hackett. Hannah Le Quelenec and Emma Fawkes- Underwood agreed to help.
* The PA have helped at the Art Exhibition previously but as the rules on public viewing have changed the PA will wait for further advice from Mr Kilbride.
* The year 7 induction morning is on 6th June 2020. Pam Batta has previously spoken at this event about the OSH Shop. The PA agreed that this was sufficient , the parents can be overwhelmed with information about starting school. However, the PA will make sure that the banners are displayed in a suitable location.
* Sports Day – 22nd May – to be discussed
* There will not be an Easter service at Church this year, there will be an Easter assembly at school instead.

Bavarian Evening

Mr Kilbride asked the PA if there was an appetite to hold a Bavarian Evening at some point in the future. The Old Foleyans have mentioned their interest as it was such a success previously.

* There was much discussion about when this event could be held bearing in mind exams, enrichment week, rugby tours etc. However it was agreed that it would be nice to hold an event between the Quiz and Curry Night and the Winter Ball.
* The ideal place to hold this event is The Great Hall as it suits the occasion.
* It was suggested that the PA could hold this event in July or September 2020.
* Members of the PA questioned whether this sort of event would suit the darker, winter months rather than the summer months.
* The cost would be similar to the Quiz and Curry Night tickets.
* Lou Moss and Helen Courtney organised the last one.
* The PA raised much of the funds through the raffle.
* The Eric Moody room was utilised for the bar and the rugby boys ran it.
* By July 2020 there will be more 18 year olds to run the bar.
* Towards the end of July the rugby boys will have left for Canada.
* It was agreed to investigate the Bavarian Evening further and then consider holding this event during the next academic year, maybe instead of the quiz?

Other suggestions

* Jazz evening at the Sadlers Brewery before they close. This would be easy to organise and they can provide beer and food.
* The main concern with this idea is having an event at an alternative location to school may put people off?

Gin and Jazz Evening

* A Gin and Jazz evening would suit the summer months.
* It could be held in the Foleyan Centre towards the end of term where the doors could be opened weather permitting.
* The school Swing Band may have left by then but the younger boys have been taught some jazz by Mr Collins and may be keen to get involved.
* A few musical parents/staff could get involved.
* It would be great to invite the parents of the new Year 7 intake in September 2020.
* The PA agreed a date of Friday 3rd July 2020.
1. **Headmaster**

Mr Kilbride invited the PA to the Brexit Rugby game on Wednesday 1st April, kick off 3pm (TBC) where Simon Mole will be presenting the Tom Mole Trophy to the winning team. Clare Cartwright will be there.

1. **AOB**
* Special thanks to Richard Hutchins for 6/7 years of service to the OSH PA. A gift of red wine was suggested and it would be nice to be able to thank him in person if possible.
* Special thanks to Judith Bowers for her commitment to the PA over the last few years. Jen Coleman will thank Judith with a card and a gift at the Quiz and Curry Night. Judith has officially resigned and Clare Cartwright has received a lovely email back from Judith. It was noted how hard working and committed Judith has been to the PA, always willing to get involved. Many thanks from everyone at OSH School and the PA.
* Special thanks to Caroline Coffman who was an integral member of the PA, holding the Vice Chair post for a time. Caroline will also be thanked appropriately at the Quiz and Curry Night.
* Tracy suggested that the PA meetings could be held in the dining room making it easier for the catering staff and giving us access to the PA cupboard if required. This was received well but other members thought it was wise to hold the meeting in a more private space, due to the nature of the subjects discussed. Mr Kilbride pointed out that the catering staff are happy to provide tea and coffee for the PA and have no problem putting the room back together. It was agreed to keep meeting in the library.
* Pam Batta asked about request forms for funding. The PA are looking at supporting a larger project. Pam is concerned because the bank account for the OSH Shop cannot exceed £5000 and as they have not used the funds in a while so there is a danger that the balance will tip the £5000 mark. Pam agreed to ask the volunteers at the OSH Shop of they are happy to support the following:
1. Donation to CRY - £500
2. Donation towards the lawn and bench for Tom’s Memorial Garden - £500
3. Donation towards the Leavers Ball - £500

This should ensure the balance is kept below £5000 before they shop’s funds increase again at the Year 7 induction morning in June.

**Next meeting Wednesday April 1st 7.30pm in the library where Mr Coulter will be explaining the value, benefits, differences and costs of 3G and 4G surfaces.**