

**Minutes of the Parents and Friends Association AGM held on Wednesday 08th
November 2017**

1. Welcome

Present:

Liz Dormer (Principal)
Debbie Twigger
Jennifer Kirkley
Sophie Maslen
Alison Vincent
Sarah Vogt

Apologies:

Alison Rye
Catherine Burbage
Aimi Loseby

AGM

Treasurer's report- see attached

2. Presentation Evening – 23rd of November 2017

Trophies / Prizes

- 4 Plaques ordered for Year 11 only (Resilience, Attendance, Community and Leadership) , the balance of the prizewinners will receive Trophy cups
- All but 4 awards have been sponsored, not all have paid
- Ongoing effort to get sponsorship for the remaining awards - **ALL**
- For those that haven't paid or no Sponsor, no engraving will be done
- Awards to be checked. No PE award for year 13 and A level Spanish Award missing on list – **Liz**
- Follow up on outstanding monies, deadline for payment otherwise name will not appear in the programme – **Sophie**
- Follow up on Logo's – need a date deadline otherwise it will not appear in the Slide Show/Programme
- Amazon vouchers to be purchased – **Sophie/Debbie**
- Oundle Golf Club to be advised and offered an alternative - **Sophie**

Attendance

- Year 11 – 75 students and 129 parents are attending (204 people)
- Final Figures were requested by Friday 03 November on invite?

Catering

- More T Cups required – **Alison**
- Tea/Coffee and mince pies – **Alison**
- Urn – **Alison**
- No donations or selling of Refreshments

Decorating the Venue

- Helpers required from 14h30 to set up – **Debbie, Sophie, Alison, Jennifer, Sarah unable to attend**
- Site Staff to assist with tables – **Liz**
- Fabric and Fairy lights to be purchased – **Jennifer, Sophie to confirm available budget for this**

Press/Photographer

- Nene Local Magazine to be approached - **Sophie**
- A photographer is required – **Sophie** to ask John
- Any other suggestions – **ALL**

Various

- Background Music whilst Refreshments are served – **Liz**
- Projector Screen set up – **Liz**
- Clean up team – **All**

3. Review of minutes and actions

- 14 December confirmed for Year 13 Awards evening
- Debbie advised Henry Ford Foundation offering £500 grant for training , is there a need – **Liz**
- Cry Screening Letter to be sent out – **Alison**
- Easy fundraising & Donate – Figure raised

4. 100 Club

- To be advised - Alison

5. Rock Challenge

- Nothing further to report

6. Laser Cutter

- Sophie raised a concern about the Health and Safety issue of venting the unit outside - **Liz**

7. PFA Profile at Events

- No further discussion

8. Additional Future Projects

- Quiz – Date has been changed to either the 02nd or 09th of March
- Availability of Band and Ross to be obtained – **Jennifer and Alison**
- Mobile Fish and Chips or Delivery to be investigated, a percentage of the sale to come back to the PFA - **Debbie**
- Raffle Tickets to be ordered – Cost £156.00 – **Alison**
- Ideal opportunity to sell tickets at the production
- Late Bus - \$ 3000 available from Councilors but need to provide a list of what additional activities will be offered – **Liz**
- Mufti Day – Same day as the 6th form Christmas Jumper Day, all funds raised except from the 6th formers will come to the PFA, date to be confirmed – **Liz**
- PFA Page on website is coming on nicely – **Alison**

9. Various

- Debbie was congratulated for being appointed Governor and it was agreed there was no conflict of interest.
- Sophie has added Sarah Vogt to the list of trustees, submitted our Annual Return and sent the new constitution to the Charity Commission
- Oundle Festival of Literature asked how the school can assist in promoting their events to Students. It was suggested that the information be sent to Claire Burn who could include in the parent communicator once a quarter. Posters could be given to Elaine to put up around the school.

Date of next meeting: Wednesday 13 December in the school library