**GREY COURT PARENT ASSOCIATION Charity No: 296593**

Annual General Meeting: 6 Nov 2018

Meeting minutes

In attendance

(tbc) Amira Yehia, Caron Heyes, Sarah Bachelor, Aeronwen Williams, Anya Milligan, Ashley Whittaker, Maddy Thomas, Tia Gamatikova, Helen Shore

Apologies:

Lou Thomas, Charlotte Carrington, Stephen Van Dyk, Maggie Bailey, Anu Somani

**Minutes of previous meeting (9.10.18)**

Approved, no matters arising

**Financial report (Outgoing treasurer, Anya Milligan)**

Trustees had originally resigned 8.11.17

Procedure was the to remove trustees as signatories on the bank accounts

Minutes were never produced and forms (bank mandates etc) never submitted.

May 2018 MT asked the outgoing trustees to step back in and manage the Pa until an appropriate handover to responsible new officials could be arranged.

MT (as school representative) had invited the elected Chair(TS) and treasurer (NL) to set-up down as they were not managing the charity appropriately.

AW continued role of trustee/signatory of bank a/cs.

AM – had to make assumptions in producing accounts due to incomplete paperwork

*Report and accounts ratified by TG*

Gross income £14,500 and expenditure of £26,000 (incl tfr of £18K to GC)

Income from events 2017-18 £4,000 [compared to £12,000 2016/17], comprising Comedy Night, £3,000 and Bingo Night £1,100

Monies not deposited by dismissed PA chair (TS) from MOGOs or Christmas concert.

Monies estimated to be £360-£375 from cash bars and float.

TS has acknowledged monies are in her possession.

*Action*: issue legal letter for recovery of monies and cc treasurers

*Action*: MT to send to CH email trail evidencing school’s repeated attempts to recover funds

**Action**: (all) ensure any funds banked within 7 days of an event. Ensure second person to witness total of takings and that to be logged asap on WhatsApp

Election of trustees;

Proposed Amira Yehia, Caron Heyes, Lou Thomas (co-chairs), Tia Gramatikova, Anu Somani (co-treasurers)

HS ad SB nominated and seconded.

AW and AM to stand down

AW to remain as signatory on bank accountsfor Lotto

*Action*: TG to change trustees on paperwork

**Thanks**

Public thanks to HS, SB, AM, AW for their service to the charity andfor the hard work and dedication to the school, particularly in stepping back in having stood down, to help bring the PA back to an even keel

Much of their work has ensured a greta legacy for next generation of trustees to carry forward

**Website – new PA public presence**

[www.pta-events.co.uk/greycourtschool](http://www.pta-events.co.uk/greycourtschool)

Link from school website

Enable tickets from here directly online

Sign-up to advertising

Links within this to FB/Twitter

Proposed by CH; accepted unanimously by attendees

*Action*: MT email MBA to ensure parents can sign up to this at parents’ evening and get incorporated into new starter sign-up forms

**Events**

**Curry & Bingo Night**

62 tickets sold. LT managing bar

Food – paying Deea in advance via invoicing and bank payment to avoid cash and maintain evidence of spend

**Christmas concert**

Cash “donations” for wine

*Action*: Call for match funders[ All, MT, school and PA]

**Christmas trees**

*Action*: AY – clarify whether Palm Centre paid GC last year

AY – clarify requirements for this year and get voucher for 2018 Xmas offer

MT – publicise around school and PA to publicise widely on social media elsewhere

**Get Fit January**

Proposed this moves to May

Accepted

**Comedy Night – 1st Feb**

Proposed helpers:

Stephen van Dyk (admin)

Nigel Vincent ad Ashlet Whittaker – help set up and shadow Carl

Propose – multi-ticket with snack option

**Other fundrasising**

**Lotto –**

Page on fundraising

New returns officer

*Action*: bank details for paying it online / via website (AM/TG)

**EasyFundraising**

*Action*: Transfer responsibility to Tia (TG)

PA to push easy fundraising via social media for Christmas

**Gibson Lane**

*Action*: Remove banner (MT/GG)

Approach other sponsors (CH/AY/LT/MT)

Establish whether they paid us for Hairspray June 2017 (TG/AY/CH)

***Next meeting date:***

*9 January 2019 - School library*

**Meeting closed**

**PA events calendar – 2018**

|  |  |  |  |
| --- | --- | --- | --- |
| **December** | | | |
| 12.12.18 | Christmas production | 4 parents to help serve mince pies and Mulled wine  Assistance in set up (x)  Assistance on night (x4) (single shop, 1 hr pre-prep on night)  Parent to get match funding for evening | Shopper?  (Prosecco already in stock)  Tbc  Tbc  Tbc |

**PA events 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **January** | | | |
| 9.01.19 | PA meeting |  |  |
| January | Fit for sport challenge | Timetable of different challenges.  (participation choice each week) | CH/AY/LT together with PE  SWI/KSH |
| **February** | | | |
| 1.2.19 | Comedy Night | Acts/management of event to start Oct 2018  Team of 6 to run event – handover session from current team | *Organiser AW/NV under advisement*  Assistance in prep  Assistance on night  Matched funding |
| **March** | | | |
| Date tbc | PA meeting |  |  |
| 29.3.19  (proposed) | Quiz Night  ***Potential Bamber Gascoigne to host*** | Previous winner runs the quiz  Team for ticketing/marketing  Team of 2 for bar + helpers | Organiser : Aeronwen & team  Assistance in prep (x2)  Assistance on night (x4)  Matched funding |
| Date TBC | Muilticultural evening | PA run the bar | 4 volunteers |
| **May & June** | | | |
| May (date tbc) | PA meeting |  |  |
| **May**  (11.5.19 - tbc) | Richmond Fair  (makes c. £1500) | GC hot dog stand  Friday prep  Sat cook & sell: (1hr slots). | Organiser  Assistance in prep (x2)  Assistance on day (x12) |
| **Date TBC** | MOGOs | PA run the bar | 4 volunteers |
| **June**  (8.6.19 – tbc) | Ham fair | Offer savouries or slime  (slime to be made by volunteer kids)  Presence at the local fair required | Organiser  Assistance in prep  Assistance on day  Matched funding |
| **June**  **(2 nights tbc)** | Band A & Band B information evenings | Bar  PA recruitment video / speech | Volunteers x 8  (4 per evening) |
| **Date TBC**  **2 nights** | Summer production | PA run the bar | 4 volunteers |
| **July**  **Date TBC** | Film Night | Show screening of First Man  Outdoor summer screening  Team of 4 for set-up  Team of 8 to run evening | Volunteers to be recruited from May |