



Minutes – Q3 PACT Meeting Monday 5th November at 7.30pm

Chair: Darshana Dookhy

Vice Chair: Nila O'Neil

Secretary: Caroline Handley

Treasurer: Debbie Bowen

Attendees: Darshana Dookhy, Helen Stevens, Sunita Gill, Sally Hall, Julie Walsham, Caroline Handley, Jassy Jagpal, Julia Nash, Diane Brookes, Jackie Brown, Laura Lockyer, Debbie Bowen

2. Apologies: Luke Price, Mandy Philpot

3. Review Actions from Previous Minutes

- Cheque Signatories to be discussed in the Treasurer's Report.
- In the absence of Luke, the signed balance sheet will be provided at the next meeting
Action: Luke to bring the sheet to the December meeting
- The Academy council is not set up yet so no ideas are forthcoming at present
Action: Luke to discuss with council when set up
- The amount raised from the Macmillan Coffee morning was £374.41.
- The minutes were agreed as a true record.

4. Treasurer's Report

A report was received from Debbie.

Treasurer's Report	
Balance October 2018	£2,370.35
Quiz Night costs	-£215.43
Quiz Night monies received	£816.00
Quiz Night Balance	£600.57
Lanyards	-£9.98
Balance November 2018	£2,960.94

- Debbie advised that several old cheque signatories were still on the bank mandate and she would remove these and add 4 new signatories. It was agreed 2 should be from the Academy and Debbie and Caroline would be the other 2.
Action: Darshana to ask Luke if he and Mark would be signatories
- Caroline asked if any invoices had been received from the Academy for the bids agreed.
Action: Darshana to remind Luke about the invoices

5. Update on Events 2018

5.1 Quiz Night

- Everyone agreed it was another successful Quiz Night. Sunita was thanked for organizing the fish and chips.
- Debbie requested that in future team details and food requests should be emailed to her rather than using the WhatsApp group to avoid confusion.
- Efforts to get the monies upfront from teams would be helpful but logistically this can be difficult.
- Darshana had purchased the 6 bottles of beer and given them to the Quiz Master as a thank you

5.2 Pantomime/Christmas Showcase

- Dates for this are the 12th and 13th November
- Doors Open at 6.30pm with show starting at 7.00pm. The interval will be at 7.45pm
- Volunteers required to help with refreshments and they can arrive from 5.30pm onwards

Monday 12th November – volunteers are Laura, Jackie, Jassy, Debbie with Darshana and Caroline in reserve

Tuesday 13th November – volunteers are Sally, Helen, Julie, Debbie, Sunita

- Debbie to buy supplies and Jassy will organize donuts from Greggs. Any donations of homemade cakes/biscuits welcome
Action: Debbie to buy supplies and source bags for popcorn
- Charges agreed for refreshments

5.3 Christmas Fayre

- Darshana confirmed the date for the Fayre as 9 December 2018 from 10am to 12 noon and it would have to be held in the Design Centre
Action: Darshana to ask Heather how many tables can fit in the space
- An entrance fee of 50p will be charged for adults and children are free

- Tables will be charged at £5.00 in advance or £7.00 on the day. Julia to co-ordinate this
Action: Julia to co-ordinate the table requests
- Julia to send Darshana an example flyer to Jess to produce and this needs to be done asap
Action: Julia to send flyer to Darshana who will contact Jess to arrange
- Once the flyers are received these need to be circulated by everyone
Action: All

5.4 Year 7 Social Night

- It was agreed to postpone this until next year as there were a lot of events taking place and it could be promoted next year at intake events and held in October

6. Any Other Business

6.1 New fundraising ideas

- This will be discussed again at a future meeting

6.2 Meeting Days/Times

- After a further discussion and vote it was agreed the majority would prefer a change back to Tuesdays at 7pm
Action: Darshana to inform Luke

6.3 Parent Forum

- Following the attendance of Caroline, Sunita and Laura to the recent parent forum with Sandwell Mental Health, they expressed a wish to see a copy of the report when it is provided to the Academy
Action: Caroline to contact Luke regarding this

6.4 PACT email

Action: Darshana to provide Caroline with login details for the email account as she is unable to access it.

6.5 Vice Chair

Action: Darshana to contact Nila regarding this role

7. Date of Next Meeting

- Tuesday 4th December at 7pm.

Apologies received from Sally and Jassy

PACT Email pact@g3academy.org.uk