



Minutes – Q3 PACT Meeting Tuesday 4th June 2019 at 7pm

- Chair:** Darshana Dookhy
- Vice Chair:** Sunita Gill
- Secretary:** Caroline Handley
- Treasurer:** Debbie Bowen
- Attendees:** Luke Price, Debbie Bowen, Helen Stevens, Julie Walsham, Jackie Brown, Laura Lockyer, Caroline Handley
- 2. Apologies:** Diane Brookes, Sunita Gill, Darshana Dookhy, Sally Hall

3. Review Actions from Previous Minutes

- Membership of Parentkind to be sorted out in September.
- **Action: Caroline to complete membership once signatories are sorted out which is likely to be September now**
- Luke confirmed a suitable project for a supermarket scheme had been raised with the SLT.
Action: Luke to advise once suitable project has been decided by the Academy
- Debbie advised that Barclays Bank had advised that changes of signatories on accounts could be done over the phone.
Action: Debbie will phone them with the details of Caroline, Luke, Julie and Mark and proceed from there

The minutes were agreed

4. Treasurer's Report

A report was received from Debbie.

| Treasurer's Report | |
|--|-----------|
| Balance 7 th May 2019 | £3,230.58 |
| Plus monies from Film Night Ticket Sales | £381.50 |
| Balance as at 4 th June 2019 | £3,612.08 |

5. Update on Events 2019

5.1 Quiz Night

- Debbie advised that Sunita needs to know numbers for the food
Action: Debbie to contact Sunita to find out last order deadline for food
- Debbie to put together raffle prizes, Perry Barr dog racing tickets have been received
- Debbie confirmed she had got all the sauces, plates etc.
- Caroline and Jackie confirmed they will be markers for the Quiz Master

Action: Debbie to bring spreadsheet, float, register of film night tickets sold and film night DVD to the Quiz Night. A gift for the quiz master to be purchased.

5.2 New Intake Events

- Caroline confirmed she had sent a welcome email to interested parents from first Intake evening and would do the same with the interested parents from the second intake evening.
Action: Caroline to contact 2nd group of parents

5.3. Film Night

- This will be on 24th June and volunteers are Julie, Laura, Helen, Jackie
- 109 tickets have been sold with potentially another 22, some parents will pay on the night and these have been marked on the register
- Volunteers to be at the Academy for 5.30pm
- Heather is sorting out the slushies and popcorn
Action: Darshana to remind Heather to sort this out

Action: Helen to order the DVD

5.4 Prom Night

- Debbie asked for volunteers for Prom Night. Currently there is a lack of volunteers and it was agreed to wait until the next meeting on the 25th June to decide. Luke said that a member of staff could cover, but monies would need to be taken out of the profits to pay them
Action: PACT to obtain refreshments in readiness for this

5.5 AGM

- A date of 10th September was proposed, the letters could be handed out at the Film Night
Action: Caroline to amend letter with dates and offer refreshments instead of fizz and circulate to members for agreement

6. Academy Bids

- Bids received from Careers Department £320.00 for an IPAD, Science Dept Books £22.50 per book, MFL Dept charity volunteering project £600.00, Science Dept equipment £593.84, DT Aprons £478.40 and Art Dept Nik software £472.00.
- All bids were considered and discussed, and the following were agreed: MFL, Science equipment, DT Aprons and Art software
Action: Luke to scan the agreed bids over to the Finance Department and will inform the unsuccessful bid departments

7. Any Other Business

- There was none

8. Date of Next Meeting

- **Tuesday 25th June 2019 at 7.00pm.**

PACT Email pact@q3academy.org.uk