



## Minutes – Q3 PACT Meeting Tuesday 17<sup>th</sup> April 2018 at 7pm

**Chair:** Darshana Dookhy

**Vice Chair:** Helen Stevens

**Secretary:** Caroline Handley

**Treasurer:** Debbie Bowen

**Attendees:** Darshana Dookhy, Debbie Bowen, Helen Stevens, Caroline Handley  
Laura Lockyer, Sally Hall, Julie Walsham

**2. Apologies:** Sarah Barry, Jassy Jagpal

### 3. Review Actions from Previous Minutes

#### 3.1 Attracting New PACT members

- Photo postponed will be taken at the next meeting in May  
**Action: Photo of members to be taken at the next meeting for inclusion in the next FoQus magazine and promotional material**
- Facebook/Twitter pages have been set up to help promote PACT to parents.  
**Action: Caroline requested the PACT logo which Luke/Darshana will send.**
- Luke provided details of the colours available for PACT tops. It was agreed that T-shirts were preferred in Q3 blue with the Q3 logo on the front and PACT on the back.  
**Action: Luke will circulate a mock up of the design to PACT members and price for a final decision**

#### 4. Treasurer's Report

A report was received from Debbie: -

Treasurer's Report	
Refreshments sold at the Showcase	£95.48
Food at the Quiz Night	£205.00
Ticket Sales	£346.00
Raffle	£208.00
Outgoings for Quiz Night	£34.47 –
Bid Request for Mental Health charity	£500.00 -
Balance April 2018	£2294.34

## 5. Update on Events 2018

### 5.1 Quiz Night

- Quiz night was a great success and made £724.53 profit
- More raffle books are needed for future events.  
**Action: Debbie to obtain more raffle books**
- Roles needed to be clarified before events so everyone knows what they are doing and avoid overlap  
**Action: Darshana to inform members before future events of where they can help**
- Mixed opinions about the food on the night but it was agreed to give the supplier a second opportunity

### 5.2 New Intake Evening

- This will be on the 2<sup>nd</sup> May 2018 at 6.00pm. Tickets for the Film Night on 18<sup>th</sup> June 2018 will be sold at £3.50 each. Volunteers for the intake evening are Debbie, Darshana, Laura and Helen  
**Action: Darshana to order the film**
- The second intake evening will be on 11<sup>th</sup> July 2018 and this will be discussed nearer the time

### 5.3 Barn Dance

- This has been booked and will be held on 13<sup>th</sup> July 2018. A minimum of 50 people will be required to make it viable
- Tickets will be £3.00 with £5.00 extra for food e.g. which will be fish and chips  
**Action: Darshana to send barn dance flyer to Caroline to amend which can then be copied and handed out to new parents at the intake evening**

## 6. Any Other Business

### 6.1 New Fundraising Ideas

- With the Quiz Nights being successful it was agreed another one would be held in the Autumn Term and two dates of either October 12<sup>th</sup> or 19<sup>th</sup> 2018 agreed  
**Action: Darshana to check with Quiz master to confirm dates**
- Suggestion made for a beer and skittles night  
**Action: Sally to enquire as to costs of this**

### 6.2 AGM Invite

- Caroline had provided examples of invites and information from the PTA Association regarding AGMs. An invitation style and date of September 11<sup>th</sup> 2018 at 7pm was agreed

**Action: Caroline to send Luke a revised invite to check and add PACT logo, this will then be placed into the induction packs for new parents and will be circulated to all parents**

- A free glass of fizz and light refreshments will be provided to encourage parents to attend
- Committee members felt that representatives from the Senior Leadership Team of the Academy should be present

### **6.3 Bids**

- A request has been received for a donation for a student who is a scout to attend a jamboree. This will be considered before the end of the year along with any other requests
- Bids for resources from the Academy staff to be received by the end of May to be discussed at the June meeting

**Action: Luke to inform staff to complete their bid requests**

### **7. Date of Next Meeting**

- Tuesday 1<sup>st</sup> May 2018 at 7pm

**PACT Email** [pact@q3academy.org.uk](mailto:pact@q3academy.org.uk)