



Minutes – Q3 PACT Meeting Tuesday 15th January 2019 at 7pm

Chair: Darshana Dookhy

Vice Chair: Sunita Gill

Secretary: Caroline Handley

Treasurer: Debbie Bowen

Attendees: Darshana Dookhy, Sally Hall, Julie Walsham, Caroline Handley, Jackie Brown, Laura Lockyer, Debbie Bowen, Luke Price, Sunita Gill, Jassy Jagpal, Helen Stevens,

2. Apologies: Julia Nash, Diane Brookes

3. Review Actions from Previous Minutes

- Following concerns expressed by the committee on receipt of the email from the Finance Director, Luke clarified that the Department were happy to check the balance sheet but that it wasn't necessary for PACT to feel that they had to supply the sheet to them. After discussion it was agreed that PACT would like them to continue to check the balance sheet in future, as it needs to be someone independent from PACT who does this. Discussion took place about insurance for PACT.
Action: Caroline to check possible membership of Parentkind which provides members with insurance.
- Luke confirmed that the JETs were unavailable to assist with asking students about ideas for fund raising due to their study commitments
Action: Caroline to provide proforma to Luke to circulate around the Learning Families to obtain feedback from students for next meeting
- Cheque signatory's paperwork is still outstanding due to staff absence. Caroline provided her signed mandate to Debbie
Action: Luke to chase Academy mandates up
- The parent's forum report has not been received yet
Action: Caroline to monitor and chase if not received
- The log on details for the PACT email account have been passed to Caroline to monitor the account. There was a large amount of SPAM on the account which she will delete.
Action: Caroline to regularly monitor the account

- Invoices for the department bids have not been received yet and funds are still in the bank account. A request has been made by Drama Department for a donation from PACT for the Pantomime, to help with costs for props etc.
Action: Luke to chase the departments for their invoices and will give them until the next meeting to get the invoices in which will then enable the committee to decide on a donation amount for the Drama Department. Luke will check with new Head of Science regarding calculators

Other actions were dealt with further in the minutes. The minutes were agreed and proposed by Debbie, seconded by Helen.

4. Election of Vice Chair

- As previously minuted the position of vice chair had become available due to personal reasons. An election took place and Sunita was proposed and seconded. She accepted but advised she may have difficulty attending all meetings due to work commitments. This was acknowledged by the members

5. Treasurer's Report

A report was received from Debbie, there were no changes from the last meeting.

Treasurer's Report	
Balance January 2019	£3,267.78

6. Update on Events 2019

6.1 Pantomime

- The dates for this are 20th to 22nd of March and volunteers will be asked for at the next meeting in February. Debbie advised she had investigated prices of popcorn from Amazon which was £30.00 for a 3Kg bag which provides 75 portions and sweets in cellophane for £1.00 a bag if 20 or more bags ordered
Action: Debbie to look at how long delivery takes for these items and sell by dates
Action: Darshana to ask Julia what outlay would be for sweet cones to sell at the Pantomime
Action: Volunteers to be confirmed at the next meeting

6.2 Quiz Night

- Darshana advised the quiz master could do 8.3.19. The date of 15.3.19 was put forward for consideration which Darshana will check to see if the quiz master would be available on that date. If not, then we would stay with the 8.3.19
Action: Darshana to check with quiz master and update members via WhatsApp
Action: Sunita to liaise with chip shop owner to see if he will do the same deal again for us

7. Any Other Business

7.1 Red Box Project

- Caroline advised that the Red box costs approx. £35.00 to fill but school do not have to pay this as all the items are donated by local businesses, parents etc. The box lasts about a month usually

Action: Caroline to give the coordinator Luke's details to arrange delivery

7.2 Fundraising Idea 2019 - Board Games Night

- Possible date for this is Thursday 19th September and the sale of a combined ticket for the Film Night/Board Game Night to be sold at the Intake Evening in the summer term. A cost of £5.00 was agreed for the combined tickets

Action: Darshana to check the date with Heather and to advise her of the combined ticket offer.

7.3 Letter

- A letter had been received from a student to thank PACT for their donation for a Scout trip. This was read out to the members

8. Date of Next Meeting

- **Tuesday 5th February 2019 at 7.00pm.**

PACT Email pact@q3academy.org.uk