



**Minutes – Q3 PACT Meeting Tuesday 3<sup>rd</sup> July 2018 at 7pm**

**Chair:** Darshana Dookhy

**Vice Chair:** Helen Stevens

**Secretary:** Caroline Handley

**Treasurer:** Debbie Bowen

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

**2. Apologies:** Jassy Jagpal

**3. Review Actions from Previous Minutes**

- The price of the lanyards come to a total of £8.00.  
**Action: Darshana to order these.**
- Sarah had enquired with the bank about signatories and the bank said it was straightforward and you can do it via the website [www.barclaysmandatechange.co.uk](http://www.barclaysmandatechange.co.uk).  
**Action: Debbie to arrange signatory change.**
- Letter went out to new members advising them of AGM and the Facebook and Twitter pages.

**4. Treasurer’s Report**

**A report was received from Debbie: -**

<b>Treasurer’s Report</b>	
Balance June 2018	£2294.34
Film Night	£536.00
Less bid payment for Drone	£459.99-
Balance July 2018	£2370.35

- School Finance team to look over balance sheet after July 13<sup>th</sup> 2018 cut off so that a signed copy can be provided for September AGM meeting  
**Action: Debbie to send over to Luke for School Finance Team to look at balance sheet.**

## 5. Update on Events 2018

### 5.1 Open Evening

- The second intake evening will be on Wednesday 11<sup>th</sup> July 2018 and volunteers need to arrive for 6.00pm. Volunteers Laura and Debbie 6.00pm – 7.30pm and Sally and Jassy 7.30pm – 8.30pm. Luke advised that due to an event this may need to move earlier to 5.00pm and he would let members know.

**Action: Luke to advise if earlier start required**

### 5.2 Barn Dance

- Unfortunately, due to low numbers it was decided to cancel the event.

**Action: Caroline to contact caller**

### 5.3 AGM

- This will be held in Hospitality Suite on 11<sup>th</sup> September and refreshments will be provided. The Senior Leadership team have been invited.

**Action: Luke to sort out refreshments and book suite**

- The job roles would need to be available on the night.

**Action: Debbie to arrange?**

### 5.4 Quiz Night

This has now been booked for the 12<sup>th</sup> October. Luke has booked the room.

## 6. Bid Entries

- Bid entries had already been agreed for tennis equipment for the PE Department and 2 cameras for the Photography Department.
- Luke advised that the visualizers for Art and History could be the same which worked out cheaper and the scientific calculators were required as most students do not bring them to class.
- **It was agreed that PACT would meet all bids for this year but acknowledged this greatly reduces the funds in the account.**

## 7. Any Other Business

### 7.1 New fundraising ideas

- Possible pantomime to be held in October where refreshments could be sold  
**Action: Luke will let us know when dates finalized**
- Suggestion made that Luke ask the student council if they would like help with anything  
**Action: Luke to check**
- Another suggestion was a Pamper night with any students currently studying beauty to be involved.

## **8. Date of Next Meeting**

- AGM Tuesday 11<sup>th</sup> September 2018 at 7pm

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