



## Minutes – Q3 PACT Meeting Tuesday 5<sup>th</sup> March 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, Luke Price, Sunita Gill, Helen Stevens,
- 2. Apologies:** Diane Brookes, Jassy Jaqpal, Debbie Bowen

### **3. Review Actions from Previous Minutes**

- Caroline had provided details of the insurance provided by Parentkind and the committee felt that this was worth taking out.  
**Action: Caroline to arrange application**
- Feedback had been received from 3 of the Learning Families from the pro-forma sent around and the ideas were shared with the committee. Some suggestions for events were Bingo Night, Film Nights for other Year Groups, Discos, Talent Show, Bake Off style event, football tournament, car wash.  
Ideas for spending PACT funds were new computer/laptops, more water fountains, extra books and a pot of money for trips.  
Suggestion made that the Academy investigate the token schemes run by local supermarkets which would help raise funds for any specific projects  
**Action: Committee took on board the ideas and will consider them for future events/spending**  
**Luke to investigate this scheme run by the local supermarkets**
- Cheque signatory's paperwork has not been received from the Academy  
**Action: Luke to chase these mandates up**
- The parent's forum report had been received by the Academy and was shared with the committee. Luke advised that the report had not been discussed by Senior Leaders yet
- The Finance Department confirmed that, according to their records, no monies were outstanding, and that PACT did not owe them anything. The Head of Science confirmed to Luke that calculators were not required

- The Academy are awaiting delivery of the Red Box and have been in liaison with the coordinator.

Other actions were dealt with further in the minutes. The minutes were agreed

#### 4. Treasurer's Report

There were no changes from the last meeting.

Treasurer's Report	
Balance March 2019	£3,267.78

#### 5. Update on Events 2019

##### 5.1 Hairspray Musical 20<sup>th</sup>-22<sup>nd</sup> March

- Debbie had confirmed what refreshment items she had left and confirmed she would purchase additional items.  
**Action: Debbie to purchase refreshments**
- Request was made for members to provide cakes for the three days  
**Action: All members to provide some cakes**
- Darshana will liaise with Heather on numbers of tickets sold for each evening. 150 have been sold already.
- Luke confirmed the price of the ticket is £7.00 which is to cover the cost of the licenses and the overheads of the production
- Volunteers are required for the 3 evenings and these were as follows: -  
20<sup>th</sup> March – Julie, Darshana, Debbie, Helen  
21<sup>st</sup> March – Laura, Diane, Jackie  
22<sup>nd</sup> March – Sally, Diane, Sunita, Caroline, Helen
- Volunteers would be required to arrive at 6.00pm and Caroline will contact other members who don't attend the meetings to see if they are willing to help.  
**Action: Caroline to contact other members. Darshana to ask WhatsApp group**

##### 5.2 Quiz Night

- New date agreed of the 14<sup>th</sup> June 2019  
**Action: Darshana to check with quiz master**  
**Action: Sunita to obtain prices for the fish and chips**

##### 5.3 Board Games Night

- The date for this is the 19<sup>th</sup> September and Luke has included this on the new intake letter. Further arrangements will be made nearer the time.

- Luke advised that there will only be one intake evening on 10<sup>th</sup> July in the summer term with two drop-in sessions for parents to complete paperwork. The dates of the sessions are 30.4.19 and 14.5.19 from 4pm – 9pm. PACT members will sell tickets for the Film Night/Board Games Night will be available to buy at these sessions.
- The Film Night will take place on 24<sup>th</sup> June 2019

## 6. Any Other Business

### 6.1 Parent Consultations

- The Academy have agreed PACT can sell refreshments at the parent consultation evenings. The dates were given to the committee. The early start of these at 3.30pm are difficult for members and for the consultation on 13.3.19 a split shift was agreed with Caroline and Laura being able to do from 3.30pm and Darshana and Julie would take over about 5.00pm. The Academy would set up the urns and Laura will purchase some bottled water. The refreshments we already have will be used.
- **Action: Darshana to contact Debbie to confirm refreshments. Laura to buy packs of bottled water. Caroline to contact other members to see if they can help**
- Future dates are 28.3.19, 21.5.19 and 13.6.19

### 6.2 Red Box Project

- Some pouches have been donated by Jane to the project and we are waiting for the Box to be delivered.  
**Action: Caroline to monitor**

### 6.3 Bids

- Two bids have been submitted, one for the Drama Department which is urgent. This is to help towards the cost of putting on Hairspray. They have requested £500.00 which the committee agreed.  
**Action: Luke to report back to the Drama Department**
- The other Bid for a Rifle Range for Cadets will be considered along with any other Bids received.  
**Action: The Bid will be included with the other bids received before the end of this academic year.**

## 7. Date of Next Meeting

- **Tuesday 2nd April 2019 at 7.00pm.**  
Sally gave her apologies for this meeting

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