



## Minutes – Q3 PACT Meeting Tuesday 1st May 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
- 2. Apologies:** Caroline Handley, Jassy Jagpal, Laura Lockyer

### 3. Review Actions from Previous Minutes

#### 3.1 Attracting New PACT members

- Photo postponed will be taken at the next meeting in June as not all members were present.  
**Action: Photo of members to be taken at the next meeting for inclusion in the next FoQus magazine and promotional material**
- Caroline received the PACT logo sent by Luke/ Darshana which has been used on the mock ups of the barn dance flyers and seen by members.  
**Action: A5 Flyers to be printed by Luke and uploaded to school website/social media page. Caroline to upload to PACT Facebook page.**
- Luke provided details of the colours available for PACT tops and logo. It was discussed that a lanyard with an ID badge for each member may be a more suitable/cheaper alternative. Vote taken with attending members in favour.  
**Action: Luke will create a mock up of the design for the next meeting.**

### 4. Treasurer's Report

A report was received from Debbie: -

Treasurer's Report	
Balance May 2018 (same as April)	£2294.34

### 5. Update on Events 2018

## 5.1 New Intake Evening – Wednesday 2<sup>nd</sup> May

- Evening will be attended by volunteers Darshana, Deb, Helen and Laura. Film night tickets to be sold.  
**Action: Deb Bowen to bring float.**
- The second intake evening will be on Wednesday 11<sup>th</sup> July 2018 and this will be discussed at the next meeting.

## 5.2 Film Evening

- This will be on Monday 18<sup>th</sup> June 2018 tickets will be sold at £3.50 each. 167 printed.  
**Action: Deb to buy the film 'Ferdinand'.**
- Discussion on whether the film night may need to be moved from the Lecture Theatre to the Performance Theatre as the new intake is 230 pupils this year.  
**Action: Luke to check if there is a previous booking for the Performance Theatre.  
Luke to ask Heather May to print extra tickets.**
- Film night tickets to be given when payment is taken. Pact volunteers and refreshments for this to be discussed at the next meeting.

## 5.3 Barn Dance

- This will be held on Friday 13<sup>th</sup> July 2018. Tickets confirmed as £3.00 with £5.00 extra for food which will be fish and chips  
**Action: Luke to print A5 flyers.**

## 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 still to check with Quiz master to confirm dates.**
- Suggestion made for a beer and skittles night. Sally enquired into costs of this but was found to be very expensive and we may need more than one lane.  
**Action: Discuss with Caroline at the next meeting.**
- Possible pantomime to be held in December where refreshments could be sold.

### 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: Carried over. 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
- A pop-up advert to be created for September. To use photos of PACT already taken and further photos to be taken at film night (backs of heads and room only).  
**Action: Darshana to ask Caroline to send her the previous photos taken by her daughter and then forward to Luke to create a collage.**

### 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 carried over to be considered before the end of the year along with any other requests.
- Bids have been collected from staff by Luke, photocopied and seen by PACT members.
- Bid from D.T. asking around £500 urgently for equipment for a STEM competition. Voted in favour by attending members.  
**Action: £459.96 to be invoiced and paid by Deb.**
- Other bids to be discussed at the next meeting.

### 6.4 Signatories

- Treasurer signatories need to be transferred from Sam Lawlor and Sharon Whitehouse.  
**Action: Sarah/Deb to get the forms ready in preparation for new signatories.**

### 7. Date of Next Meeting

- Tuesday 5<sup>th</sup> June 2018 at 7pm

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