



## **Minutes – Q3 PACT Meeting Tuesday 11<sup>th</sup> September 2018 at 7pm**

- Chair:** Darshana Dookhy
- Vice Chair:** Helen Stevens
- Secretary:** Caroline Handley
- Treasurer:** Debbie Bowen
- Attendees:** Darshana Dookhy, Luke Price, Helen Stevens, Sally Hall, Julie Walsham, Caroline Handley, Jassy Jagpal, Julia Nash, Nila O’Neil, Diane Brookes, Jackie Brown, Sunita Gill
- 2. Apologies:** Debbie Bowen, Laura Lockyer, Darren Fisher,

### **3. AGM/ELECTION OF NEW COMMITTEE**

Darshana handed over to Luke for the Election of the new Committee as all previous members stood down. The following committee members were nominated, approved and seconded by the committee for the academic year 2018-19.

- Interim Chair:** Darshana  
**Vice Chair:** Nila  
**Secretary:** Caroline  
**Treasurer:** Debbie

Thinking ahead to the future, it was agreed that the following members would shadow these roles:

- Chair - Sunita**  
**Vice Treasurer - Caroline**  
**Vice Secretary - Julie**

A report was given by the Helen on behalf of Debbie, Treasurer (attached)

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

- Darshana apologised as she had not managed to order the lanyards but will now place an order  
**Action: Darshana to order these.**
- As Debbie was absent, it was agreed that this would be followed up at the next meeting. Caroline advised that on the secretary job description it stated the secretary should be a cheque signatory  
**Action: Debbie to arrange cheque signatories**

- Luke has been given the balance sheet to pass to the School Finance Team to audit  
**Action: Luke to bring the signed balance sheet to the next meeting**
- There are no dates yet for the Pantomime  
**Action: Luke to advise of dates when known**
- Luke will speak with school council when they are up and running for this year  
**Action: Luke to ask the newly set up council if there is anything they would like help with**

## 5. Treasurer's Report

A detailed report was received from Helen on behalf of Debbie. In summary: -

<b>Treasurer's Report</b>	
Balance Sept 2017	£4,071.65
Money raised from Events	£1,845.62
Less Donations	£3,546.92
Balance September 2018	£2,370.35

## 6. Update on Events 2018

### 6.1 Macmillan Coffee Morning

- This will be held in the Academy on Friday 28<sup>th</sup> September 10am until 12 noon. Volunteers to help at the event were Sally and Caroline. Jassy advised Greggs will provide some cakes and any donations of cakes homemade or otherwise would be appreciated and could be brought into Academy Reception.
- **Action: Sally to pick up cakes from Greggs**

### 6.2 Open Days

- Open week events will run for the week commencing 24<sup>th</sup> – 28<sup>th</sup> September from 9.15am until 11.00am. PACT representation has been requested and volunteers were as follows: -

**Monday – Sally**  
**Tuesday – Caroline and Diane**  
**Wednesday – Sunita**  
**Thursday – Sally and Julia**  
**Friday – Sally and Caroline at the Macmillan Coffee morning**

- There will also be an open morning on Saturday 29<sup>th</sup> September from 9.00am until 12 noon. Volunteers to be confirmed.

### 6.3 Quiz Night

- This will be held on the 12<sup>th</sup> October and the room has been booked  
**Action: Darshana to organise the flyer for this event and distribute**
- Members to enquire at local fish and chip shops on a price for delivery of mini fish and chips and report back  
**Action: Darshana to add new members to WhatsApp group so they can let the committee know options**
- Raffle prizes to be brought to the next meeting on 2<sup>nd</sup> October 2018  
**ACTION: All**

## 7. Any Other Business

### 7.1 New fundraising ideas

- Another suggestion was a Pamper night with any students currently studying beauty to be involved.
- Fashion Show nearer to Christmas
- Selling stationery at parents evening/new intake evenings
- Beer and Skittles – Caroline advised she knew where we could borrow a skittle alley from, but it would have to be collected and dropped back
- Christmas/Summer Fair – run at a time when parents would be in school

## 8. Date of Next Meeting

- Tuesday 2<sup>nd</sup> October 2018 at 7pm
- Sunita submitted her apologies
- Item for agenda PACT meeting days/times

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