



## Minutes – Q3 PACT Meeting Tuesday 7<sup>th</sup> May 2019 at 7pm

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

### 3. Review Actions from Previous Minutes

- It was acknowledged that membership of Parentkind had already been agreed in the March meeting. Caroline advised that she had investigated other options, and this was the best value and many school PTAs are members.  
**Action: Caroline to complete membership once signatories are sorted out which is likely to be September now**
- Caroline confirmed she had investigated the supermarket schemes and the first stage is that the Academy agree a suitable project to put forward. The application process would need to be done online by the Academy.  
**Action: Luke to liaise with the SLT regarding a suitable project.**
- Discussion took place regarding cheque signatories. Luke and Caroline have provided their details.  
**Action: Luke to pursue mandates and Debbie to print out another mandate as they have been misplaced.**

The minutes were agreed

### 4. Treasurer's Report

A report was received from Debbie.

Treasurer's Report	
Balance 2 April 2019	£3,730.58
Less monies for contribution to Hairspray event	£500.00 -
Balance as at 7 <sup>th</sup> May 2019	£3,230.58

- The committee were happy to pay the £500.00 contribution to the cost of the Hairspray production using the remittance provided by the Academy.

**Action: Debbie will add the cost of the Film Night ticket sales at the next meeting following the next Intake evening.**

## 5. Update on Events 2019

### 5.1 Quiz Night

- Darshana confirmed the flyers had been circulated
- Cut off date for receiving food orders is Tuesday 4<sup>th</sup> June 2019 at the next meeting.  
**Action: Debbie to produce spreadsheet**
- Donations for the raffle to be brought to the next meeting.  
**Action: All**
- Debbie confirmed she had got all the sauces, plates etc
- **Action: Sunita to confirm fish and chip prices**
- **Action: Caroline to contact the Dog Racing to ask for complimentary tickets**

### 5.2 New Intake Events

- The next one is Tuesday 14<sup>th</sup> May 2019.
- Volunteers are: Caroline from 4.00pm, Debbie and Julie from 5.00pm  
**Action: Caroline/Luke to get tickets from Heather for film night to sell at the Intake evening**
- Email addresses obtained from first intake evening passed to Caroline to send welcome contact email.  
**Action: Caroline to email new contacts and update letter for AGM in September so this can be handed out/emailed out**

### 5.3 Parent Consultations

- It was agreed that with the small number of volunteers PACT have that it was not feasible or profitable to provide refreshments at the consultation events. This could be revisited in the new year with additional members. Caroline advised that it would be more profitable if other items were sold to attract parents to the table.

### 5.4. Film Night

- This is on the 24<sup>th</sup> June 2019 and the movie was agreed. Volunteers to be arranged at the next meeting.

## 5.5 Board Games Night

- This has been cancelled due to lack of volunteers to run it. This can be relooked at in September and Sally advised she would be happy to help.

**Action: Luke to review in September**

## 6. Any Other Business

- Prom Night – 5/7/19 5.30pm-6.30pm set up. Prom starts 6.30pm-11pm. Volunteers for the night currently Sunita and possibly Sally and Jassy.

**Action: Volunteers to be confirmed at June meeting**

- It was decided that bid requests from the Academy departments need to be submitted by the June meeting for consideration.

**Action: Luke to circulate email to the departments and will forward to the committee as they come in.**

## 7. Date of Next Meeting

- Tuesday 4<sup>th</sup> June 2019 at 7.00pm.

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