



## Minutes – Q3 PACT Meeting Tuesday 2<sup>nd</sup> July 2019 at 7pm

**Chair:** Darshana Dookhy

**Vice Chair:** Sunita Gill

**Secretary:** Caroline Handley

**Treasurer:** Debbie Bowen

**Attendees:** Debbie Bowen, Helen Stevens, Julie Walsham, Jackie Brown, Caroline Handley, Sunita Gill, Jassy Jaqpal, Darshana Dookhy

**2. Apologies:** Luke Price, Diane Brookes, Sally Hall, Laura Lockyer

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

- Membership of Parentkind to be sorted out in September  
**Action: Caroline to complete membership once signatories are sorted out. Debbie to sort out signatories but is waiting for confirmation of a cheque clearance and hadn't received a bank statement yet**
- No update regarding supermarket token scheme project due to Luke's absence this will be deferred until September meeting  
**Action: Luke to advise once suitable project has been decided by the Academy**
- Darshana had contacted Luke regarding outstanding monies from previous Bids and had not heard back yet because he is away with the Academy  
**Action: Luke to provide response from Finance Department regarding outstanding bids**
- All new parents from the intake evenings who had expressed an interest in PACT had been contacted by Caroline, there were 3 who had responded so far.  
**Action: Darshana to contact Luke to arrange a generic email out to parents to encourage more volunteers**

The minutes were agreed

### **4. Treasurer's Report**

A report was received from Debbie as follows:-

<b>Treasurer's Report</b>	
Balance 4 <sup>th</sup> June 2019	£3,612.08
Monies from Quiz Night	£404.00
Additional Film Night Ticket Sales (less £10.00 for DVD)	£112.50
Refreshments sold at Academy Event	£66.00
Prom Night Refreshments	£138.62
Left over drinks sale	£85.00
Less sponsorship for student for England athletics	£125.00 -
Balance July 2019 (including £100.00 float)	£4,293.20

## 5. Update on Events 2019

### 5.1 Quiz Night

- This had gone well, and it was agreed that the date for the next one needed to be set  
**Action: Darshana to contact Quiz Master with dates of the 18<sup>th</sup> or 25<sup>th</sup> October**
- Monies are outstanding from a staff team who came to the Quiz  
**Action: Darshana to chase Heather for the outstanding monies**

### 5.2 New Intake Events

- There is one more event on 10<sup>th</sup> July but due to uncertainty around the letting's members felt that we needed to know the position before actively encouraging new members in case meetings could no longer be held in the Academy  
**Action: Caroline to draft a letter as soon as possible to the Academy and will ask the committee to check before sending**

### 5.3. Film Night

- This had generally gone well but it was felt to be a bit chaotic as the tables were not set out as usual and there was only one register. It was agreed that next year the register needed to be split out alphabetically between members, as done previously, so several members could tick off as children arrived. There was a suggestion that children are given a ticket, or a portion of the ticket is torn off so they could hand this in when going into the lecture theatre.

### 5.4 Prom Night

- Diane and Heather have volunteered for this and arrangements were discussed. Debbie said she would be there at the start to help with set up and provide them with a float.  
**Action: Debbie and Darshana to purchase the drinks and deliver to the Academy and Darshana will check with Luke regarding trolleys for transporting the drinks into the Academy**  
**Caroline to contact Diane and Heather to check they are ok with the times etc.**

### 5.5 AGM

- The date of the 10<sup>th</sup> September has been agreed and letters have gone out to new parents Academy to provide tea, coffee and biscuits  
**Action: Darshana to see if Luke can send an email out to new Year 7 parents**

## **6. Any Other Business**

- Fundraising ideas for 2019 – Sunita suggested a football tournament after school which members thought was a good idea but would be dependent on acquiring some new members as it would be best to run something like this after school and it depends on who is available
- Update on Lettings – as previously mentioned a letter will be sent to the Academy regarding this
- Red Box Project – feedback received is that this is going well, and the box has been topped up a couple of times
- Debbie and Jassy were thanked for their hard work and commitment to PACT over the years as they are both now standing down

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

- **Tuesday 10<sup>th</sup> September 2019 at 7.00pm.**

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