



Minutes from RSPA meeting on 1st May 2014

Meeting called to order by Mel Horton

Present

Mel Horton, Frances Greaney, Miriam Graham, Maggie Berney, Marion Murphy, Virginia Cullura

Apologies

Jason Humm, Ameet Phadnis, Helen Barker, Anne Harding, Elaine McCann, Meenu Paliwall, Niamh Sherwood

ITEMS DISCUSSED

1. Leavers Party

- Drinks will be delivered to the school by Ben Roberts on Monday afternoon & stored until Wednesday.
- Helpers (Niamh, Marion, Miriam) to arrive at 5.30 for a 6.30 start.

Actions: Virginia to collect glasses and bring on the day.

2. Autumn Term Events

- Provisional date for the Wine and Welcome Evening was set at 27th September. This evening doesn't seem to work for Year 12 parents with only one or two attending so it was suggested adding a social ending to the 'What to Expect in Sixth Form' evening and providing drinks then for new parents.
- Provisional dates for the quiz are either the weekend before or after October half term. More volunteers will be needed in order to run it successfully. The option of providing more substantial food rather than snacks was discussed – this will require using the school's kitchen facilities. Tickets should be sold through Eventbrite.

Actions: Mel to email current Year 7 volunteers to ask for helpers at events.
Frances to discuss New Parents with Head of Year 12.
Miriam to ask Belinda Cato if she is interested in being Quiz Master.
Frances to confirm the situation with using school kitchen facilities.



3. Science Project

- Frances gave an update on the Science block project and asked if the RSPA would be happy to fund a lab as next year's fundraising initiative.

4. Committee Posts

- More volunteers are needed for the committee in September.

Actions: Mel to email current year 7-9 parents to ask them to get involved.
Maggie to include the minutes in the body of the email rather than as an attachment so they are more likely to be read.

5. AOB

- Virginia requested that the Treasurer give regular updates at committee meetings to include a running balance of funds and an update of fundraising events.
- Feedback regarding the Spring Fayre was discussed.

Actions: Virginia to email Spring Fayre committee with feedback.

Next Meeting

- Thursday 11th September 2014 7.30 to 9pm
Venue to be advised in Agenda

Meeting closed by Mel Horton at 9 pm

Minutes created by Maggie Berney