



Minutes from RSPA meeting on 11th September 2014

Meeting called to order by Mel Horton

Present

Mel Horton, Frances Greaney, Miriam Graham, Maggie Berney, Marion Murphy, Amy Sandiford, Amit Gupta, Jason Humm, Ashley Robson, Monika Mandhana, Venkata Durgarao Para, Carmel Smith, Niamh Sherwood, Zoë Mullan, Chetan Parekh, Rowena Overend, Anne Harding, Tracy Hill, Julie Barron, Anne Honeyman, Michelle Hill, Ben Graham, Sofia Asghar, Renu Ghai, Archana Das, Priscilla Lee, William Lee, Kiran Raj, Gangadhara Ambati, Kalpana Bommireddy, Manisha Parekh

Apologies

Virginia Cullura, Elaine McCann, Meenu Paliwall

ITEMS DISCUSSED

1. Wine and Welcome Evening – 27th September

- Mel has beer and wine for the evening.
- Marion will arrange a Sure24 stall in the hall.

Actions: Miriam and Maggie to hire glasses and bring on the day.
Maggie to forward invitation to Frances who will send it out to all new parents.
Frances to print out name labels for all new parents.

2. Quiz Night – 18th October

- Belinda Cato is happy to take this even on from October 2015 if required.
- Michelle volunteered to organise the quiz with assistance from Amit, Miriam, Ben, Amy, William, Monika and Sofia.
- Ticketing to be done via Eventbrite
- Flyers to go out via Head's newsletter, class reps and on social media.

Actions: Mel to forward info from last quiz to Michelle.
Quiz planning evening to be held on 9th October, prior to AGM.



3. Sixth Form Welcome Evening

- The sixth form expectations evening will be held on 8th October from 6-7pm. RSPA will have a presence in the Refectory at the end of the evening to offer refreshments and talk to parents.

Actions: Miriam and Maggie to attend.

4. Minor Maintenance Works

- Reading Foundation have suggested that parents could get involved in very minor maintenance work around the school under supervision. It would be necessary to undertake risk assessments before any work could be carried out.
- It was suggested that using RSPA funds to pay for the work might be more appropriate.

Actions: Virginia to request a schedule of works actually required from the Foundation for further consideration.

5. Gift Aid

- Despite having a clause on the membership form, the RSPA does not currently claim gift aid. Claiming it would give an extra income of £400 per annum on top of the £2000 membership income.

Actions: Frances to provide further information on Gift Aid. Treasurer to register with HMRC. Maggie to provide spreadsheet of membership payment details for submission to HMRC.

6. Treasurer's Report

- Funds stood at approximately £31,000 at the start of the accounting year (1st April 2014). Income to date has been approximately £10,000 (£7,000 from Spring Fayre, £1,900 from membership, remainder from Uniform Shop and Wine and Jazz evening).
- Spend on this year's project, outdoor equipment, has been £2,300 with a total of £10,000 set aside for this.
- Current unallocated funds stand at approximately £32,000.
- It was agreed that voting on funding on this year's project would be held by the new committee, after the AGM.

7. Data Protection

- The RSPA needs a written, published policy regarding Data Protection.
- It might be necessary to keep records for up to five years for Gift Aid auditing purposes.

Actions: Frances to provide information on Data Protection to Maggie.

Maggie to draw up policy (possibly with help from Frances/other RSPA members)

8. Annual General Meeting – 9th October

- Committee posts becoming vacant at the AGM will be Chair, Secretary and Treasurer.
- Annual reports to be submitted to meeting by Chair, Treasurer, Membership Secretary.
- Executive Member posts will also be available on the committee.
- Frances will give a presentation at the AGM of current building projects.

Actions: Miriam to liaise with Friends of Music to find a replacement liaison committee member.

Jason to provide details of Treasurer's role and Mel to provide details of Chair's role to be circulated with these minutes.

Maggie to issue special notice of AGM via class rep system.

9. AOB

- None.

Next Meeting

- AGM – 9th October 2014 in LRC.
- Next committee meeting Thursday 13th November 2014 7.30 to 9pm
Venue to be advised in Agenda

Meeting closed by Mel Horton at 9 pm

Minutes created by Maggie Berney