



## Minutes from RSPA meeting held on 5<sup>th</sup> March 2015

Meeting called to order by Biffo Ordish

### Present

Frances Greaney, Meenu Paliwall, Ashley Robson, Venkat Para, Margaret Osborne, Biffo Ordish, Anne Harding, Maggie Berney, Arunas Ruksnaitis

### Apologies

Miriam Graham, Virginia Cullura, Amit Gupta, Ben Graham

## ITEMS DISCUSSED

### 1. Approval of Minutes

- Meenu Paliwall proposed acceptance of the Minutes from the meeting held on 15<sup>th</sup> January 2015, Anne Harding seconded.
- Note to the Minutes – the bid submitted by Reading School does not include refurbishment of the swimming pool.

### 2. Spring Fayre

- Meenu confirmed that the theme of this year's Spring Fayre will be Science, with science demonstrations to reflect the RSPA's commitment to funding equipment for the new science laboratory.

### 3. Science Block

- The RSPA voted on its commitment of providing £20,000 - £25,000 towards the purchase of equipment for the new science block. Marion Murphy proposed the commitment of funds and Anne Harding seconded.

### 4. Ceilidh

- In response to the poor ticket sales for the Ceilidh, the following actions were to be undertaken:

**Action** – Maggie Berney to send e-mail and flyer to be Class Representatives

**Action** – Frances Greaney to put an article in the school weekly newsletter.

**Action** – Meenu Paliwall to send copy of flyer to Frances and Maggie.



## 5. Treasurer Update

- No further action has been undertaken on electronic banking which will enable access to online accounts.
- It was suggested that a member of the Spring Fayre committee (Patricia) be added as a signatory to the bank account to enhance efficiency/speed of Spring Fayre payments.
- Arunas requested a list of the RSPA committee members to ensure that anyone handling the RSPA's finances is a member of the committee.
- **Gift Aid** – Arunas has registered the RSPA with HMRC, thus enabling the RSPA to claim Gift Aid which Arunas has estimated to be c. £2,000 from memberships. Claiming Gift Aid via the Uniform Shop was abandoned as an idea because of the complexity of the process.

**Action** – Marion Murphy to send Arunas a list of RSPA members.

## 6. RSPA Website & Forums

- **Website** - It was agreed by the RSPA to instruct George Ordish to look at the RSPA website and to create a “new look version” with enhanced capabilities.
- **Forums** – Discussion was held as to whether the RSPA should have a Forum, a moderator would be required if we were to do so.

## 7. AOB

- **Gift Aid** - Wording for Gift Aid to be included in the Forms that are sent out to new parents with their introductory letter informing them of the class representative system, membership forms etc.
- **Outdoor Sports Equipment** – Last year the RSPA funded the purchase of equipment for outdoor sports and there is still money to be spent. Proposed expenditure – the boys want to purchase an outdoor chess set to be located in the area in front of the LRC and table tennis tables. The Estates Team would manage the installation and maintenance of the outdoor equipment.
- The RSPA voted to put in place a budget to fund maintenance of the outdoor equipment. Proposed by Maggie Berney, seconded by Venkat Para.

### Next Meeting

Date: Thursday 30<sup>th</sup> April 2015

Time: 7.30 pm to 9.00 pm

Venue: Meeting room in School above Reception Door

Meeting closed by Boffo Ordish at 8.45 pm, Minutes created by Marion Murphy.