



**Ermysted's Grammar School PA  
Minutes of Committee Meeting  
Tuesday 26<sup>th</sup> April 2022 – 7.30pm**



- **Present**

Amy Brown, Sophie Caygill, Lisa Greenwood, Katrina Williamson, Mr Jackson, Julie Bradly, Phil McCormick, Melissa Brown and Sarah Bergin.

- **Welcome**

Katrina welcomed everyone to the meeting,

- **Apologies**

The following apology was received: Rebecca Carr

- **Minutes of last Meeting**

Minutes proposed by Julie Bradly and seconded by Lisa Greenwood

- **What matters have arisen from meeting in February 2022?**

**Action: Lisa to Buy three encrypted sticks.** This has not been done yet as Lisa was waiting until all the information has been updated but it was decided that it might as well be done sooner rather than later. Lisa will then give a stick to Mr Evans in rotation at every PA meeting so that there is always an updated one in school.

**Action: Lisa to send a letter to all parents.** This has been done but needs making more appealing by either Rebecca Carr or Urzula. Lisa will organise this and then send to the school office to send out to all parents.

**Action: Rebecca Carr to do a poster about the re-launch.**

**Action: Mr Jackson to ask Mr Evans if we are allowed to publish the winners' names in the school newsletter.** It is assumed that this is allowed as Mr Marsden's name was published last month and Mr Evans checks the newsletter before it is sent out.

**Action: Ask Phil if will help Lisa with the 200 club.** Phil is happy to do this.

- **What's happening with the Year 7 film night?**

This is taking place on Monday 18<sup>th</sup> July and the following people have volunteered to help: Amy Brown, Lisa Greenwood, Sophie Caygill, Sarah Bergin and Melissa Brown  
Amy will set up a WhatsApp group.

It was suggested by Mr Jackson that we give parents drinks this night and that Sixth Form students offer to show them around the school while their children are watching the film.

- **Setting up a Parents Association donation tab on ParentPay?**

This can cause an issue with gift aid as the money goes direct to school rather than a charity, ie the PA. However, it was felt that this loss would be offset by the potential increased giving via this channel.

Mr Jackson will set this up with admin.

Whenever a parent goes into Parent Pay there will be an option to make a regular contribution.

This will be added to the school newsletter to inform parents.

- **Date for sorting out the PA cupboard?**

Monday 9<sup>th</sup> May.

Phil, Amy and Sarah are happy to do the cupboard under the stair. The kitchen will be done when there are no exams taking place.

- **Treasurer’s Report – how are the PA finances?**

Balance of Bank Accounts as at 25 <sup>th</sup> April 2022	
Main Account (20-78-42 90325252)	£561.92
Linked Savings Account (20-78-42 20246891)	£900.34
200 Club (20-78-42 40325279)	£2,364.72
Cash Float	£380.67
<b>Total</b>	<b>£4207.65</b>

Transactions since last meeting:

- £107.12 received from Donate for past campaigns
- £90 paid to school for the bouldering wall (error with original invoice)

Campaigns – funds received						
<i>Date</i>	<i>Event</i>	<i>Donate Code</i>	<i>Funds Raised</i>	<i>Expenses Deducted</i>	<i>Gift Aid Added 55%</i>	<i>Total Funds Received</i>

**Invoices Outstanding:**

**None**

**Notes:**

Lisa has collected the accounts from Arthur Walker and uploaded the figures to the Charities Commission. These need to be signed by the trustees (Lisa & Amy).

As the accounts are prepared for free, we have always bought the firm a case of wine. It was agreed that Lisa may spend £36 on a case from Wrights Wine Company.

**Action: We need an additional trustee.**

**Action: Lisa to arrange for wine to be sent to Arthur Walker.**

- **Are we running according to the constitution and how do we change it?**

Amy started explaining about the constitution but we need 10 people to change the name so it was decided that we will have to move this to a special meeting.

Melissa suggested we disband it and start again but we need special permission from the charities commission to do this.

**Action: A special meeting needs to be organised to sort this out.**

- **Shall we change the name to 'Friends of Ermysteds' and logo?**

There was not much time to discuss this but it was discussed if we could add blue and green and include the colours of all the houses.

**Action: Amy to approach Jenny again to explore this option.**

- **Can we set up a two-part authorisation of money transfer?**

It is possible to do a Barclays bank transfer but Lisa will need 1.5 hours to sort this and is currently too busy.

It was agreed that there should be dual authorisation on online payments.

Katrina raised concern over the proper handling of cash and expressed a wish that ideally money should be counted on site at the event and in the company of more than one person. We need to ensure correct procedures are followed.

**Action: Lisa to arrange a WhatsApp group to propose a policy for handling all money transactions in a transparent way.**

- **What's happening with the on-line quiz?**

Mr Evans has agreed to host this event on Zoom. Katrina said to Mr Jackson that she would like staff to be quizmasters as before.

Katrina has completed the quiz and set up Google Forms for the scores.

The quiz will take place via Zoom – Lisa to confirm the numbers on the PA account

Phil & Lisa have offered to help at the quiz night. Lisa will monitor the chat and Phil will help both Katrina and Lisa to see how it is run.

**Action: Katrina to set up a quiz WhatsApp group and confirm date.**

**Action: Lisa to confirm PA Zoom account participant numbers.**

**Action: Mr Jackson to ask if staff can be quizmasters.**

- **Who is able to attend the Year 6 parents' transition evening to represent the PA on 29 June?**

Volunteers are needed to give out details of the Parents Association.

Lisa and Amy volunteered to do this.

**Action: Amy to get ideas and prices for mugs, key rings, magnets, jute bags, tea towels.**

- **What's happening with the social walk?**

This is taking place on the morning of Saturday 14<sup>th</sup> May in Skipton Woods. It will be led by Katrina and Thea Walker. It was agreed that the letter for this event should be incorporated into the letter that Mr Evans has already drafted to parents highlighting the need for more support and the relaunch.

**Action: Katrina to send details of walk to Mr Evans and request that he send out the letter to all parents/carers.**

- **What's happening with the Skipton GALA?**

This is no longer taking place as there is more work to organise it than originally thought. However, a poster has been created asking people to donate items to school which will be for a summer raffle.

Mr Jackson confirmed that these can be left at the school office and then they will be taken to the PA kitchen for storage.

There are a lot of items left over from the Christmas raffle which did not take place which are still in the PA kitchen and can be used for the summer hamper auction/raffle.

- **Are there any other events coming up?**

Amy is organising a summer hamper raffle.

- **Are there any new requests for money?**

Mr Jackson confirmed there were no requests for money at the moment.

- **Any other business?**

The winner of the 200 club for April was drawn as 283.

Katrina has contacted Craven College to explore the possibility of recruiting one or more Business and Events Management students to get involved in helping to run events as from September 2022.

Sophie would like to step back from the secretarial role as it is too onerous on her own.

Phil is happy to help with this and take it on.

It was suggested that the older boys (prefects) could help with the quiz.

Mr Evans is writing a letter to all parents about the PA and to request more support. Katrina is liaising with him about this.

- **Date of next meeting:**

Monday 16<sup>th</sup> May 2022 at 7.30pm in the School Library.