

School House, Bromsgrove School
PA Meeting
13 May 2019

Present

Andrew Sutherland – Chair
Jane Nicholson – Secretary
Simon Walker – Treasurer
Tom Clinton – Housemaster
Anita Dale
Mark Fussell
Kirstie Hall
Emma Maidment
Jo Osborne
Sonia Smith
Max Spurgen
Axine Taylor
Neda Thomas
Robert Thomas

Apologies

Catherine Gatehouse
Jane Hignell
Heather Palmer
Alison Philpott
Phyllis Soo
Claire Whitfield
Lily Zhou

Minutes and Actions

Item	Minutes	Action	Responsible
1	Thanks to former PA A dossier has been prepared by former PA members with details of all contacts and useful details of all events held		
2	Fish and Chip Supper 26 June 2019		
2.1	Andrew Sutherland confirmed that the chip van and ice-cream vans have been booked. It was agreed that the van should be booked again for 2020	Book van for 2020	AS
2.2	Mr Clinton needs contact details for both the ice cream and fish and chips people to arrange liability insurance for both vans	Provide TC with contact details	AS
2.3	Set up from 5pm. Volunteers needed. Please contact the Andrew Sutherland if you can help.	Volunteers needed	All
2.4	Mr Clinton agreed to organise: <ul style="list-style-type: none"> • Opening of school gate • Chairs and tables • Gazebos • PA system 	Organise items detailed	TC

2.5	Drinks It was agreed that Pimms would be provided and a request was made for a bottle of pink gin. It was agreed that bar prices would remain unchanged.	Purchase drinks	AS
2.6	Jugs needed for Pimms	Bring jugs	KH & AD
2.7	Strawberries, cucumber and mint needed for Pimms	Purchase and prepare	AD
	Cool boxes needed for drinks	Contact AS if you can bring coolbox	All
2.8	10 x bags of ice required, maybe more if hot day	Buy ice	SS
2.9	Simon Walker agreed to organise the Bar Float	Bring bar float	SW
	Bar Rota Volunteers needed. Please contact Jane Nicholson if you can help and she will prepare a rota.	Volunteers needed Bar Rota	All JN
2.10	Sundries		
2.11	Table covers - A roll of paper covering is available in house but Clare Whitfield is investigating if cloths can be acquired	Provide table cloths if possible	CW
2.12	Kitchen Roll to be provided	Buy kitchen roll	NT & RT
2.13	Bin Bags to be provided (strong)	Buy bin liners	SS
2.14	Tickets It was agreed that: <ul style="list-style-type: none"> • Tickets cost will be £10 • On line payments should be made • New boys would be free 		
2.15	Mr Clinton agreed to write out with ticket details	Note to parents	TC
2.16	Mr Clinton agreed to set up the on line payment arrangements	Organise on line payments	TC
	Simon Walker agreed to give out tickets on the night	Give out tickets	SW
3	Commemoration Day		
3.1	The following sundries are required and will be provided as indicated below:		
	<ul style="list-style-type: none"> • Cable ties 	To provide	RT
	<ul style="list-style-type: none"> • Bunting 	To provide	AT
	<ul style="list-style-type: none"> • Balloons – blue and silver 	To provide	AS
	<ul style="list-style-type: none"> • School House Banner 	To provide	TC
	<ul style="list-style-type: none"> • Old photos of leavers 	To provide	TC
	<ul style="list-style-type: none"> • Extra food and crisps 	To provide	NT & RT
	<ul style="list-style-type: none"> • Table 	To provide	NT & RT
	<ul style="list-style-type: none"> • Bin bags (strong) 	To provide	SS

3.2	Jane Nicholson and Andrew Sutherland agreed to do the tidying up after the event	Tidy up	JN & AS
4	Finances		
4.1	The handover to Simon Walker as new Treasurer is all in hand.		
4.2	The new Chair and Treasurer need to be added as signatories on the bank account	Organise signatures	JO, MF, AS & SW
5	School Liaison Committee Feedback		
5.1	Anita Dale reported back on the recent meeting she attended asking for feedback on the Headmaster's interactions with parents. Generally the feedback was positive and some minor suggestions were made to help raise the Head's profile.		
6	Buddy System		
6.1	The proposal to offer a buddy system to new parents was discussed. It was agreed that Kirstie Hall and Jane Nicholson would act as buddies.	Take on House Buddy roles	JN & KH
6.2	It was agreed that their email details would be communicated to new parents via the School House new parent pack which the House prepares and at new joiner events.	Add details to School House new parent pack	TC
7	Forthcoming events		
	New Joiners Day 1/9/19	PA to support	AS
	First Term Teas 6/9/19	PA to support	AS & KH
	Paintballing with Walters House 22/9/19		
	Quiz Night 15/11/19		
	House Ball with Thomas Cookes 7/3/20		
8	Date of Next School House PA Meeting 9 th September 2019		