

COLFE'S PARENTS AND FRIENDS ASSOCIATION

Meeting of the General Committee held on 17 September 2007

Present:

| | | | |
|-------------------|---------------------------|-----------------|-----------------------|
| Martin Everett | Chairman | Liz Menniss | Parent |
| Dawn Bennett | Vice Chairman | Joan Nash | Parent |
| Liz Fidler | Secretary | Carmine Papa | Parent |
| Jessica Brinsmead | Parent | Amanda Parker | Parent |
| Mariola Byford | Parent | Sarah Redman | Deputy Head, Pre-Prep |
| John Gallagher | Head of Prep and Pre-Prep | Richard Russell | Headmaster |
| Liz Ginty | Parent | Chic Sheridan | Parent |
| John Greenacre | Parent | Mark Taylor | Senior Deputy Head |
| Denise Lempriere | Deputy Head, Prep School | Jackie Turpin | Parent |
| Cathy Lynch | Parent | Donovan Walker | Parent |
| | | Pat Walsh | Parent |

1. Apologies

1.1 Apologies were received from Kirsten Bukht, Derrick Byford, Funda Ozmus

2. Minutes of the meeting held on 21 May 2007

2.1 The Minutes were agreed by all present and signed by the Chairman as a true record.

3. Matters arising

3.1 Cost of after-school child care in the pre-prep

Richard Russell explained that the cost of after-school child care reflected the cost providing this childcare to the school. He remarked that Pre-prep fees were approximately £500 less than Prep school fees and that after school care was added on top. He observed that incorporating this cost into the fees would not be fair to parents who did not use after-school facilities.

3.2 Childcare Vouchers

Richard Russell reported that Mark Johnson had been assiduously investigating the feasibility of taking childcare vouchers. The matter was currently with the school's solicitor, but Richard Russell was hopeful of a positive outcome. The committee gave a vote of thanks to Mark Johnson for his hard work in this area.

3.3 Lollipop Person

Richard Russell confirmed that the position had been approved but that recruiting was proving problematic. He asked all present to make enquiries to help in finding a suitable person.

3.4 Places on School Coaches

Richard Russell said that the school coaches were reviewed every year and that at the next review he would be happy to consider looking at single journeys as well as the usual return journeys. He would pursue this with Rosemary Dyer.

4. Chairman's Report

4.1 Martin Everett reported that, further to confirmation that PAFA was obliged to seek charitable status, a proposal was that PAFA adopt the standard constitution of the NCPTA (National Confederation of Parent Teacher Associations), used by thousands of PTAs in the UK. Carmine Papa, who has been investigating this on behalf of PAFA, explained that we could adopt this constitution at the next AGM in October. He cautioned that this would mean some changes in the way PAFA operates, most notably in voting rights, as only committee members could vote, and at least half the members were required for a quorum. Martin Everett suggested a committee size of 9 or 10. A copy of the constitution was to be posted on the web site for general viewing. (Secretary's note: see www.colfes.com, under PAFA then minutes of our May 2007 meeting).

5. Treasurer's Report

In Derrick Byford's absence, Liz Fidler reported the following:

5.1 Nearly new uniform sale – Friday 01 June 2007

Liz Fidler reported that this had raised a total of £362.05

5.2 Summer Ball – Saturday June 30th 2007

This event had raised a total of £5938.08

5.3 Liz Fidler read out Derrick Byford's statement of the current balances of the PAFA accounts as of 31/08/07

| | |
|-----------------|-----------|
| Draw Account | £18365.75 |
| Current Account | £12465.62 |
| TOTAL | £30831.37 |

Liz Fidler reported that Derrick had formally given in his notice to stand down at the AGM in October, after 7 years as treasurer. Liz Fidler proposed that a gift be purchased for Derrick in recognition of his outstanding contribution to PAFA. This was agreed by the committee.

6. Headmaster's Questions and Answers

6.1 John Greenacre asked whether any plans were in place for the refurbishment of the pavilion. The Headmaster explained that this was part of the 10-15 year redevelopment plan for the entire school. The proposals were with the board of governors and, once agreed, Richard Russell proposed that he would invite the architect to a PAFA meeting to explain the plans.

7. Report on Recent Events

7.1 Uniform Sale – 01 June 07

Dawn Bennett and Liz Fidler reported that the uniform sale had been a great success, with many parents purchasing items for spares or replacing lost ones! The event had raised £362.05 and most parents were keen to see it repeated.

7.2 Summer Ball – 30 June 07

Martin Everett reported that this had been a very successful event, raising nearly £6000. John Greenacre asked about the questionnaire sent out after the ball. Dawn Bennett answered that the feedback had been nearly all positive, the only negative item highlighted was the food. Martin Everett raised the issue of a discrepancy between ticket sales and number of covers, and Liz Ginty confirmed that there had been 6 free PAFA tickets for the ball organisers and the compere. It was agreed that, if this practice were to continue, it should be more transparent in the future. Martin Everett proposed a vote of thanks to the ball committee for their hard work.

8. Fund Raising – Future Events

8.1 Nearly new uniform sale

Liz Fidler and Dawn Bennett reported that this event was planned for Friday 21st September, alongside a PAFA coffee morning, and that parents had donated lots of new stock. There would also be a lost property table there. John Gallagher requested no outdated uniform (eg yellow Pre-prep sweatshirts) be sold.

8.2 Quiz Night

The quiz night would take place on Friday 05 October 07, and annually thereafter.

8.3 Fireworks

Chic Sheridan confirmed that this event would take place on Friday 09 November in the school grounds. He requested support for the evening and for clearing up afterwards. The provision of vegetarian food was discussed and it was agreed to provide soup and a roll in addition to the usual burgers and sausages. Chic was keen for people to do the following: men for security, people to set up barbecues, cook burgers and mulled wine, to sell light sticks and to clear up on the following day. Chic would investigate gas barbecues. Anyone who wanted to help out at barbecues - contact chic:

8.4 Gift wrap

It was confirmed that this would continue.

8.5 Craft Fair

Liz Fidler reported that Funda had asked whether PAFA would be running the craft fair again this year. The idea was discussed but no-one came forward wishing to run the event.

8.6 Summer Ball 2008

The first planning meeting for the summer ball 2008 would take place in the senior school library on Tuesday 25 September at 7.30pm. All welcome.

8.7 Next Term

Event for the spring term 08 would include a further coffee morning and uniform sale, wine tasting and the Prep school disco. Martin Everett and Liz Fidler both requested that, should anyone have an idea for an event that they were interested in organising, they should let Liz, Dawn or Martin know.

9. DRAW

9.1 The 300 Club Draw was made as follows:

| | 1 st Prize | 2 nd Prize |
|--------------|-----------------------|-----------------------|
| June 07 | 102 | 114 |
| July 07 | 36 | 60 |
| August 07 | 145 | 112 |
| September 07 | 135 | 279 |

9.2 Liz Fidler reminded everyone that PAFA needed to recruit new members to reach the maximum of 300.

9.3 Liz Fidler informed the committee that Funda Ozmus, who had administered the fund until now, was no longer able to do so. It was agreed we should further discuss this matter at the AGM.

10. Donations

10.1 Richard Russell remarked that PAFA's criterion that requests for funding should be for items or activities that benefited the majority of pupils meant that these would probably be things that the school would be providing itself.

10.2 Richard Russell reported on the items that the school was requesting from PAFA. These were

- i. Planters for the Pre-Prep. Sarah Redman explained that these would be used for the children to plant out various different types of plants as part of their curriculum. The approximate cost was £1000
- ii. Storage for the Prep School. John Gallagher reported that the Prep school was very short of storage space. The planned storage would be used for sports equipment, to make it more accessible for games lessons on the field. Approximate cost £1500

iii. Cricket nets. Mark Taylor outlined a proposal for three new permanent cricket nets which would be used for boys (and any girls who played cricket) throughout the school. The cost was estimated at £12000.

iv. The Prep school also wanted bike racks, but this was not a priority as the school had planned a sponsored bike ride to raise money towards the cost of these. It was agreed that the Prep school should come back and ask for further funds if they did not raise sufficient with their sponsored bike ride.

Martin Everett proposed that PAFA fund items i-iii to a maximum cost of £18000. Dawn Bennett seconded the proposal, and the committee agreed the expenditure.

Liz Ginty asked whether it was possible for parents to bring requests for funding for school items to the committee. It was agreed that this was acceptable.

11. Any Other Business

There was no other business.

12. Next Meeting

The date of the next meeting, the AGM, is Monday 15 October in the Senior School Library, 19.30pm. There being no further business, the meeting was closed at 21.30.