

St Christopher School

The Parents' Circle Committee

Minutes of meeting held on 2 April 2010

Present: Richard Palmer (President of the PC) Sue Rix (Head of the Junior School)
Emma-Kate Henry (Deputy Head of School) Rouane Mendel (Chair) Alison Baigent
(Secretary) Allison Phelps

Apologies: James Smyth (Treasurer) Heidi Earle and Sean Mc Govern (Joint Chairs JMPC)
Peter McMeekin (Parent Governor) Carly Smith (Junior School Staff rep)

In attendance: Simone Payne

Agenda

1. Welcome from the Chair and approval of the last minutes
2. Introductory remarks from Richard
3. Treasurer's report
4. JMPC Officers' report
5. Parent Services Directory
6. Summer events
7. Parents' Circle AGM
8. AOB

1. The Chair welcomed everyone to the meeting. There were no formal minutes of the last meeting which had been an informal meeting to discuss social events.

2. Richard reported that 35 children and 6 staff had missed the start of term because they were stranded by the ban on air travel. Some work had been forwarded by e mail and tutorials provided via skype. The Summer Term would be busy with music, drama and exams. There would also be a Young People's election to coincide with the General Election. Next year's recruitment is being finalised. A long list of candidates for Head of Junior School had been drawn up and interviews would take place in May. A new post of School Development Manager would shortly be advertised.

Both the OFSTED and ISI reports had now been received and both were very good. Parents had already been sent the OFSTED report and would be sent the ISI report next week.

The School's Open Morning would take place on Saturday, 24 April.

3. James had prepared an updated Treasurer's Report, which was distributed. It was agreed that:

a) The accruals listed in Table I (totalling £3229.95) were items that had been agreed by the Committee in the past and paid for by School. The PC needed to reimburse the School for these amounts. Table II items (totalling £1879) were more difficult to identify and School would therefore write off these items and not look to the PC for payment.

b) The monies ring-fenced as the Colin and Betsy Fund would be transferred to the School. The monies would be held as a separate Budget Head and only discharged with the approval of the PCC. No formal letter from Richard to this effect would be required as this minute would lay down the terms on which the funds were to be transferred. The Committee authorised the drawing of a cheque on PC funds in favour of School for the amount of £2980.

c) Richard was concerned at the proposal that Linda should become the Treasurer of the JMPC. This would in effect create a separate PC for the Junior School. It had always been the case that there was one PC for the whole School. It was agreed that the present system should be retained. If JMPC needed a cash advance from monies collected by them and held in the Junior School Play Fund, this should be obtained via Linda from the Bursar. As this was a School fund, it would not be necessary to include the monies collected there in the PC accounts.

4. Simone reported on the JMPC in the absence of Heidi and Sean, both stranded overseas.

The recent wine-tasting event had had a disappointing turn out. It was hoped that it would break even or produce a very small profit. The children's Easter Egg hunt was well attended and very well organised. All the children who took part had enjoyed it. JMPC were hoping to make a contribution towards an awning for the Junior School Quiet Garden.

5. The Committee felt that it did not want to develop the idea of a parents' services directory lest it be seen to endorse any particular field. A directory would be time-consuming to produce and might quickly date. A prominent notice board was available in the Junior School where parents could put up notices advertising services.

6. The informal Committee meeting held in February had discussed summer social events and concluded that a smaller event would be better than another Ball. Parents' views had been canvassed via a letter from Rouane sent out to all parents. Although there had been a prompt and enthusiastic response from some parents, only about 13 replies had been received so far. Simone agreed to ask Heidi and Sean to canvass views amongst Junior School parents and to see if anyone would be interested in helping to organise such an event. Given the School's full calendar at the end of the year, the best date for a summer event would be Saturday, 26 June. If an event is to be organised it will be important to work closely with the School. No School support staffing would be available that weekend as there are already a large number of functions on.

7. Rouane reminded the meeting that the PC AGM was to be held on Saturday, 8 May. Parents interested in becoming Committee members or officers had been asked to come forward in Rouane's letter to parents. To date only one parent had done so. Alison, James and Allison would be stepping down at the AGM.

8. As there was no other business, the meeting was closed.

The next Committee meeting would be held on Sunday, 13 June.