

St Christopher School

Parents' Circle

Minutes of meeting held on 7 June 2009

Present: Richard Palmer (President of the PC) Emma-Kate Henry (Deputy Head of St Christopher School) Rouane Mendel (Chair) Alison Baigent (Secretary) James Smythe (Treasurer) Lucy Orsman (Joint Chair of Junior School PC) Peter McMeekin (Parent Governor) Allison Phelps Jenny Roe.

In attendance: Karen Anthony

Apologies: Sue Rix (Head of Junior School) Carly Ougham (Junior School Staff Rep.).

Agenda

1. Welcome from the Chair and approval of the last minutes
2. Introductory remarks from Richard
3. Report from the Parents' Circle AGM
4. Summer Ball
5. Nearly New shop
6. Autumn events
7. AOB

1. The Chair welcomed everyone to the meeting and the minutes of the meeting held on 26 April were formally approved.

2. Richard reported that School was in the middle of the exam season. Staff were also busy planning the Late Summer Programme trips and the first ever Arts Week. Preparations were also in hand for the Leavers' Ball and students and parents were grateful that this year it was returning to School.

Richard also reported that the e-mailing of the newsletter was creating some problems as parents did not always appreciate that some items needed a response. Permission forms, for example, were not always returned. The Committee felt that the improvements to the electronic newsletter had made it easier to see which items needed a response and that parents might take a little time to get used to the new system. It was suggested that a "print all" facility might be useful.

Richard proposed a cheese and wine event in the autumn for parents new to the School and this was welcomed by the Committee.

3. Rouane thanked those members of the Committee who had attended the AGM, which had been quite well attended. Alison reported that no new Committee members had come forward, though two parents had expressed an interest in helping when they could. The current Chair and Secretary had been re-elected and James had been elected as Treasurer. The minutes of the AGM were about to go up on the Parents' Circle section of the School website.

4. Karen reported that to date 88 Summer Ball tickets had been sold. Ticket sales had been slow. There were particular difficulties with the date this year as it clashes with the Rhythms of the World event in Hitchin and it is also the day before III Group students are leaving very early for Saas Fee. Some teachers travelling to Switzerland will already have gone in the minibuses. It was agreed that further efforts would be made by the Committee to sell more tickets and that Richard would invite to the Ball parents whose children would be new to the School next September. The Parents' Circle would also have a stall at the Summer Fair to sell tickets.

Karen also reported that a temporary licence had been obtained for the event, but that a volunteer was still needed to staff the bar.

It was noted that expenses were currently being met by the School but would be charged back to the PC.

5. Jenny reported that a couple of items had now come in for the Nearly New shop. It was agreed that another letter reminding parents about the shop should be sent out at the end of the year. It was also agreed that unnamed sports kit

that was not claimed from Lost Property should be passed on to the Nearly New Shop instead of being sent to a charity shop. Jenny would meet with Jenny Palmer at the end of term to arrange this. Jenny also pointed out that a separate account would need to be set up for the shop in due course. Karen suggested that a Nearly New sale event might be a good way of launching the shop in the autumn.

Jenny explained that as her daughter would no longer be at St Chris next term she would unfortunately be resigning from the Committee. She would be joining the Friends of St Christopher and would be willing to continue to help with the Nearly New shop. Rouane thanked Jenny for her hard work and expressed the Committee's regret that she would be stepping down.

6. The cheese and wine event proposed by Richard for new parents was suggested for 10 September (though 8 September has since become the likely date, at 7.30pm at Arunfield). Richard expected that some members of the Senior Management Team would attend but stressed how useful it would be for Year Group Reps to be present.

In the light of the changes to the Committee, the Year Group Reps for next year would be:

I Group - Debbie Mintz (currently D Group Rep)
II Group - Allison
III Group - James
IV Group - Rouane and Alison
V Group - currently vacant

Richard reported that he and Emma-Kate were still researching possible speakers for the World Café event.

It was agreed that the PC should draft a letter to be sent to new parents to explain to them about the role of the PC and the activities it organised, and to put them in touch with their Year Group Rep. Lucy had already drafted a letter to go to parents of Junior School children and she offered to forward this to Rouane and Alison to be adapted for Senior School parents.

7. Lucy reported that this would be her last meeting as she and Julie Cole would be stepping down as Joint Chairs of the JMPC at the end of the year. Rouane thanked Lucy and Julie for their hard work.

It was agreed that from next term a Treasurer's report would be included in the agenda of PCC meetings and that the arrangements for approval of expenditure would be reviewed.

Richard reported that the firework company had been booked for the 5 November.

Rouane reminded the meeting of the Pot Luck for Committee members on 18 June to thank those members of the Committee who were stepping down.

The next meeting would be Sunday, 6 September.