

St Christopher School

Minutes of the Committee Meeting held on 13 June 2010

1. Present

Richard Palmer (Head), Rouane Mendel (Chair), Kim Brosan (Secretary), Ahi Wheeler (Treasurer), Emily Chen, Heidi Earle, Suzy Holding, Karina Hirani, Soulla Katsiari, Jane Leach, Sara Mather, Sean McGovern, Sue Morris, Lucy Orsman, Simone Payne, Colin Porter, Lisa Raspopovich, Nick Rogers, Vivienne Ryan, Judy Wardle, Ralph Wilce, Lucy Wilkie

2. Welcome from the Chair

Rouane welcomed everyone to the meeting and said how good it was to see so many people in attendance.

3. Minutes of Meeting on 20 April – approved

4. Richard Palmer's Report

- This is a particularly busy term with GCSEs currently underway.
- AS level study leave finishes on 14 June. Normally the rest of the term would be used for "enrichment" and other activities, but the School is having to start the A2 syllabus now because next academic year will be very short.
- A levels are getting earlier by the year, thus trips and other activities will be in conflict with teaching time.
- Staffing appointments for 2010/11 have now been finalised. Richard listed the new appointments, including the new Head of the Junior School and the Registrar.
- Media Studies will be offered at AS/A2 level as well as at GCSE level.
- Pupil recruitment continues. Applications throughout the sSchool are buoyant.
- Planning permission has now been received for the extensions to the History Department building and Little Arundale. Other plans for next year include a new court surface for the Junior School and refurbishment of the Science labs.
- Two properties have now been sold. The funds will be used for capital development projects.
- The Senior School Sports Day went well, but the Junior School event was rained off and will be rescheduled.

5. Feedback from the AGM on 8 May

Rouane kindly agreed to stand again as Chair and was reappointed. Ahi Wheeler was appointed as Treasurer. No-one stood for the Secretary position at the meeting, but Kim Brosan offered after the meeting to take on the role.

6. Proposal to combine the Junior and Monte Parents' Circle sub-committee with the main Parents' Circle committee

The presentation on this issue was given by Heidi Earle, Lucy Orsman, Karina Hirani, Emily Chen and Ahi Wheeler. A copy of the presentation is attached to these minutes. ***Please read the presentation in combination with these minutes, since many important points made are not reproduced here.***

Following the presentation, Rouane thanked everyone involved and particularly Heidi for driving the issue forward so successfully.

The new structure and operating model was **agreed**.

Additional points were made during the discussion of the issue as follows:

- Events are an important part of PC work. It is important to make parents want to come to PC events.
- Appointment of an events coordinator to the Committee would ensure better interaction with other groups
- Events to be published in advance in the annual calendar
- Raising awareness among parents of the PC's work will be the key challenge.
- Roles of class representatives include:
 - Introduction of new parents
 - Maintaining contact lists
 - Rallying parents when help is needed
 - Passing on personal reminders of events and issues
 - Transferring information from the Committee to parents
- The reps work well in the Junior School and the challenge will be to tailor the system so that it also works for Senior School parents. A focus on information about the School's approach to various issues will help here.
- The PC must concentrate on transferring the Junior and Monte PC atmosphere to the Senior School

Agreed that the calendar of events for next year should include some kind of information evening

Agreed that parents should be requested to send questions by email in advance of Committee meetings so that they can be properly considered

7. Re-instatement of voluntary subscriptions from September 2010

Ahi Wheeler presented the proposals as set out in the attached copy presentation.

Without subscriptions the PC has no income and nothing with which to kick-start events or fundraising. Currently a proportion of every event is funded by the School.

The Committee **agreed** that a voluntary subscription of £15 per annum per family will be requested at the start of each school year. Richard agreed that this can be added to the September fee invoice.

Agreed that a possible use for the surplus at the end of each school year would be a contribution towards the cost of the proposed school radio station or other agreed project.

Richard will check whether it is possible for the subscription is eligible for Gift Aid since the PC is a charity.

Agreed that the PC will prepare a letter to accompany the fee invoice setting out the reasons for the reintroduction of the subscription and exactly what it will be used for. (See also Treasurer's report).

8. New Committee Members

The new structure will require a change to the PC's constitution. Sean McGovern kindly agreed to make the necessary revisions.

An emergency general meeting will be held in the second half of the Autumn Term to ratify the new constitution and officially appoint the new Committee members.

In the meantime, the following people were appointed as provisional committee members/heads of working groups:

Events	-	Karen Anthony
Marketing	-	Karina Hirani
Community & Communication	-	Emily Chen
Class Rep. Co-ordinator	-	Jane Leach

9. Class Representatives for 2010/11

Monte	
K Group	
J Group	Karina Hirani
H Group	Sue Morris
G Group	Emily Chen
F Group	Judy Cole
E Group	Viv Ryan
D Group	
I Group	Jane Leach
II Group	Debbie & David Mintz
III Group	Allison Phelps
IV Group	
V Group	Soulla Katsiari
VI Form	Ralph Wilce & Nick Rogers

10. Proposed annual events calendar

The proposed events are listed in the attached presentation. Richard agreed to check the proposed dates and include the events in the school calendar.

10.1 Discussion about the date of the wine and cheese party to welcome new parents

Richard suggested that 29 September was too late and that it should be held during the first week of term. Richard's welcome party/reception for new parents is held in the first week, and it would be helpful if the PC could be represented. (Post meeting note – the date has now been set for Thursday 9 September.)

The PC social event which was proposed for 29 September will be combined with the first PC meeting of the new term on Sunday 26 September. Richard said that it would not be possible to make this an art exhibition since there is no art available for display so early in the year.

11. Summer Party

Feedback from parents was not very positive, with 7 Senior School and 30 Senior School parents possibly interested.

Agreed that the PC would not hold a party this year.

12. Treasurer's Report

Ahi reported that there has been no significant change in the financial position since the outgoing treasurer's report to the AGM. James Smyth will finish the accounts for this term before handing over to Ahi, who will take over from September. The ring-fenced funds are to be transferred to the School. Ralph volunteered to obtain the necessary bank mandate forms for changing the signatories on the account.

Ahi kindly agreed to draft the letter (to be reviewed by Richard) about the re-introduction of the voluntary subscription to accompany the fees invoices.

13. Summer Fair 19 June

We will have a PC stall and distribute leaflets. Karen agreed to design and print these.

There was no other business.

14. Next Meeting

Sunday 26 September 7.00pm in the Junior School Hall