

The Parents' Circle

St Christopher School

Minutes of Meeting held on 21 September 2008

Present:

Richard Palmer (President of PC), Rouane Mendel (Chair), Alison Baigent (Secretary), Sue Rix (Head of Junior School) Julie Cole and Lucy Orsman (Joint Chairs of Junior School PC), Allison Phelps, Jenny Roe

Apologies:

Peter McMeekin (Treasurer), Cathy Smith (Parent Governor), Carly Smith (Junior School Staff rep.), Polly Tunnicliffe, Peter Wesley, Ralph Wilce

Agenda:

1. Welcome from Chair
2. Introductory remarks from Richard
3. Connecting with Parents
4. Year Group Reps
5. Bonfire night party
6. PC website
7. Dates for future meetings
8. AOB

- 1.** The Chair welcomed everyone present and opened the meeting.

- 2.** Richard reported that Cathy was stepping down as Parent Governor as she no longer had a child at the School. A new Parent Governor would have to be appointed. He outlined the procedure for this. Parents would be invited to apply for the post and the PC would be asked to nominate 2 parents from those who had responded. The Governors would then make the appointment. A letter explaining the process would be sent to all parents from the PC Chair shortly. Applications would be invited by the last Friday before half term and the PC would consider nominations as soon as possible after that to enable the new Parent Governor to take his or her place at the December Governors' meeting.

Richard also reported that the Be Green committee had redesigned the garden by the IT building and that this now included an outdoor performance space. As the PC was holding funds to be used for the creation of an outdoor theatre, the Treasurer would be asked to draw a cheque on the PC account for this project.

3. Connecting with parents

- **Parents Directory**
Richard reported that there had been a good response from parents on this and that a Directory was being prepared. It would be published in year groups to those who had agreed to their details being included. It was intended that new parents would in future be sent the Directory, together with details of the relevant Year Group rep., before their child started at the School.

- **I Group Parents Evening, 7 October**
It was agreed that school would provide badges for PC members to make it easier for new parents to identify them. Major officials at the door would also be asked to remind parents who had not signed up for the Parents Directory that there was still time for them to do so.

- I group dinner

It was reported that the I Group dinner on 18 September was very successful as many parents came, including a number of new parents and parents who had travelled up from London. Allison was thanked for organising the event.

4. Year Group Reps

Lucy reported that she had written a job description for Junior School reps. It was agreed that this would be useful for Senior School reps too and Lucy agreed to e-mail a copy to Rouane.

As it was important to have Year Group reps in place as soon as possible, it was agreed that members of the Committee should act as reps initially. Given the years in which members have children, the following reps were agreed:

I Group Allison
II Group [James}
III Group Rouane and Alison jointly
IV Group [Ralph}
V Group Jenny

As neither James nor Ralph was able to attend the meeting, it was agreed that they should be asked if they would be willing to act as Year Group Reps.

It was agreed that Year Group Reps would not be necessary for the Sixth Form.

5. Bonfire night party

Richard reported that a professional company had been booked to provide a firework display on Wednesday 5 November at a cost of £2500. There would not however be a bonfire. The fireworks would be set off on the sports field near the cricket nets. The display would start at 7.00 but gates would open at 6.00.

As there was to be a Bonfire night party this year, there would be no Halloween Monster Bash. Some elements of the Monster Bash would be included in the Bonfire night event. Students would be encouraged to come in fancy dress and there would be a Horror Maze in the OG. There would also be buskers. Some of the students also wanted to organise stalls such as apple bobbing.

Soup and hot dogs (included in the price of the ticket) would be provided on the car park near the finance office. School would also provide fruit juices and water which would have to be paid for. It was agreed that the PC would organise mulled wine. Lucy volunteered to coordinate this and also to try to source recyclable cardboard cups which had been requested by the Major Officials. She also hoped to be able to provide luminous novelties to sell on the night.

It was also agreed that the PC would organise a rota to take tickets at the gates. 2 people would be needed for each gate between 6 and 7. Richard agreed to provide fluorescent jackets for anyone working on the gates.

The meeting discussed an appropriate price for the ticket. It was provisionally agreed that £5 might be the right price but that under fives should have free entry. *(After comparing this with other similar events elsewhere it was agreed that, given the costs of the evening, a more suitable price would be £7 per ticket or 4 tickets for £25, if the tickets were bought in advance, but £8 a ticket with no block discount if they were bought on the night.)*

Richard said that a mailing at the beginning of October would include information about the Bonfire Night party and parents would be asked to buy tickets by the end of half term. Parents would be told not to bring their own fireworks, including sparklers. They would also be warned that After School Care places were limited and that children who lived some distance from School might need to make arrangements to go home with a friend.

6. PC website

Rouane reported that the PC had a holding place on the School website and that Peter McMeekin had volunteered to liaise with Ed Peters to make better use of the website. It was agreed that agendas and minutes of PC meetings (including Junior School meetings) should be put on the website together with details of Year Group reps. It was also agreed that there should be an email address for the PC to avoid confusion when Committee members stepped down and Richard agreed to organise this.

7. Dates for future meetings

It was agreed that the previous practice of having 2 meetings a term as well as the AGM should be continued. It was agreed that these meetings should be held on the first Sunday after the start of term and the first Sunday after half term. This would mean that the next meeting would be on 9 November. It was also agreed that an earlier start time of 6.00 would be better and that the meeting would aim to finish at 7.30.

8. AOB

- Peter Wesley had asked the PC to fund a social event for London parents this term. He estimated that 60 people might attend and that the cost would be less than £400. It was agreed that the PC would fund the event this year but that in future years it would be desirable if such an event could be self funding.

- Jenny volunteered to set up a nearly new shop to sell sports kit, football boots and items needed for skiing and outdoor pursuit trips. The PC would retain 25% of the sale price. It was agreed that this would be very useful and Jenny's offer was gladly accepted.