

St Christopher School

The Parents' Circle Committee

Minutes of meeting held on 6 September 2009

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) Heidi Earle and Sean McGovern (Joint Chairs of JMPC) Peter McMeekin (Parent Governor) Allison Phelps

Apologies: James Smyth (Treasurer)

In attendance: Karen Anthony

Agenda

1. Welcome from the Chair and approval of the last minutes
2. Introductory remarks from Richard
3. Treasurer's report
4. Fireworks event
5. Other Autumn events
6. Supporting new parents
7. Nearly New shop
8. Year Group Reps
9. AOB

1. The Chair welcomed everyone to the meeting, especially the new Joint Chairs of the JMPC, Heidi and Sean, who were attending their first committee meeting. Heidi and Sean introduced themselves and reported that a coffee morning had been held on the first day of term for parents new to the Monte and Junior School. It had been a successful, well attended event.

The minutes of the meeting held on 7 June were formally approved.

Rouane suggested that the Committee meeting was too early in the term and that next year the first PC committee meeting should be held after the end of the first full week of term. This was agreed.

2. Richard welcomed everyone. He reported that the LSP trips which had taken place since the last meeting had gone well and that students had been busy over the summer taking part in the Kosovo programme and the Duke of Edinburgh scheme. School had embarked on major building works over the summer rebuilding the heating and hot water systems for the main school building and installing solar panels on the science building. These projects had just about come in on time. The School's GCSE and A level results had been very pleasing and information about them was already available on the School website. An information booklet would be produced by around late September which would be sent to all parents.

The term ahead would be a busy one. The first event would be a cheese and wine party for all new parents (including parents of Monte children moving to the Junior School and parents of Junior School children moving to the Senior School) which would be held on 8 September. Senior members of the School Management Team would be coming, as well as some Governors. Richard emphasised how useful it would be for Year Group Reps to attend.

The Senior School production at the end of this term would be West Side Story.

Richard explained that the School would be inspected next term under the new Independent Schools inspection regime. This would be a two stage process – firstly examination of many pieces of documentation (on 5 days' notice) and secondly a full inspection four weeks later. As part of the process, all parents and students would receive a questionnaire to complete.

3. As James was unable to attend this meeting, the Treasurer's report was deferred until the next meeting.

Rouane invited Karen Anthony to report on the Summer Ball. Karen explained that costs had been estimated reasonably well, although some final costs were still awaited as were the final figures for ticket money actually received. 110 tickets had been sold as against 182 the previous year. Less than expected had been taken on the bar. However, it was still possible that the Ball would break even. Richard pointed out that the PC had always thought it was realistic to aim only to break even. The Ball was very much enjoyed by those who went and the Band especially was very good. Richard also reminded the meeting that because of the Ball it was possible for the School Leavers' Ball to be held in School, as the costs of the marquee could be shared. It reduced the costs of the Leavers' Ball for the students. Having the Leavers' Ball back in School had been a great success.

Karen gave the meeting a Budget Reconciliation and an Evaluation Report including recommendations for the future. Karen estimated that a full breakdown of costs and sales would be available within about 10 days.

Rouane and Richard both expressed their appreciation of the hard work Karen had put into organising the Ball.

4. Richard reported that the same fireworks company as last year had been booked for November 5. It was agreed that this year's format should be the same as last year's. The School would supply hot dogs and soup. The JMPC would organise soft drinks and mulled wine and Senior School parents would staff the two entrance gates. Student stalls would be able to sell bonfire night items, provided they were sourced through School. This year, though, tickets would only be available in advance from Reception and not on the gates. Gates would open at 6 o'clock and the fireworks would start at 7 o'clock and last 19 minutes.

5. Heidi and Sean reported that the JMPC would be organising a Quiz Night in November.

Rouane reminded the meeting that we were still looking for a speaker for a World Café event. It was agreed that as the Autumn Term was a busy one it would be better for this type of event to take place early next term. Richard and Emma-Kate volunteered to report back to the meeting on possible speakers.

6/8. The meeting noted that the current Senior School Year Group Reps are:

- I Group Debbie Mintz
- II Group Allison Phelps
- III Group James Smyth
- IV Group Alison Baigent and Rouane Mendel
- V Group Peter Wesley (to be confirmed)

None of the Year Group Reps present had had any contact to date from new parents, although contact details of Year Group Reps had been included in the welcome letter sent by the PC to new parents. All Year Group Reps present planned to attend the Cheese and Wine party. Rouane volunteered to contact Toni to check on progress of this year's Parents' Directory and reported that Maire had offered to contact the relevant Year Group Rep whenever a child started school during the course of the school year.

7. Although Jenny Roe had offered to continue to organise a Nearly New shop, despite her daughter having left school, to date insufficient items had been donated to make opening the shop worthwhile. Enquiries would be made amongst Junior School parents to gauge their level of support for the Nearly New shop.

9. There were no items of AOB.

The next meeting would be Sunday, 8 November at 6 o'clock.