

Minutes of a meeting of the committee of the Saint Felix Parent Teacher Association
held on Friday 24 November 2023 in the Dining Hall at 0910h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Matthew Oakman (President), Garth Wray, Kelly Evans, Jane Rainer, Tanya Stock, Frances Hughman, Jemma Nicol, Jess Astor, Veronica Arias, Adele Allen.

1. Welcome and Apologies

CP welcomed members, particularly Adele Allen attending for the first time. No apologies were received.

2. Committee matters

- CP reported that the AGM had been quorate, the officers had been re-elected and MO had been elected as President.
- CP reported that to bring the position in line with the constitution, the current officers would become Trustees of the Association and JR would resign. This was approved.

3. Head's report

MO reported on significant work to expand and improve the School's provision and facilities.

- DofE will be restarting in January 2024 for Year 9; it will be compulsory for Bronze level and will be optional thereafter.
- Libraries - the Senior Library was to be restocked with a grant from the Isabella Gardiner Trust. MO noted that the Clough renovations would include two libraries.
- Music - A grant of £10k had been secured for Musical Instruments, which it was hoped would, among other things, help with the re-start of the school orchestra. The Senior Choir has started up again and the Junior Choir will be performing at the Southwold Christmas Light Switch On on Saturday 25th November.
- Clough - the Interior refurbishment of Clough will be complete by the end of the Academic year and will take place in phases as follows:
Phase 1 – current classrooms
Phase 2 – refurbishment of the basement (currently changing rooms)
Phase 3 – top floor – purpose being discussed and may include junior boarding.
- Sports - Work on the Sports pitches is in progress. The new changing rooms for the Sports Hall will be complete by the end of the Academic year.
- Cloisters and Entrance/Drive - It is hoped that work will begin on updating the Cloisters over the Christmas period. This will include the external area and it is intended in due course to create a drop-off zone to improve safety and orderly manoeuvring at drop-off and pick-up. The office areas around the Cloisters will receive gradual improvements.
- Grounds - the Tree planting project is still going ahead, but the timing will be pushed back as what was supposed to be a delivery of trees is a delivery of saplings, which require additional protection that needs to be planned. This will contribute the revival of the Sunken Garden, which it is intended will be complete by the end of the Academic year. Having two

permanent members of grounds staff is making a big difference to grounds maintenance.

- Culture – there is already a big change to create a culture of positivity. This will be developed further as part of the strategic plan.
- Values – it is intended Staff and students will vote on proposed values towards the end of term. Chapel will be set up as a polling station and the outcome will be announced at the end of term.
- Curriculum - Various new teaching and learning initiatives have been introduced.
- Teaching staff - JR asked about the replacement of the staff leaving at the end of this term. MO confirmed that all vacancies had now been filled and the teaching arrangements were being reviewed to ensure continuity of teaching for exam cohorts. Announcements were expected to be made by the end of the w/c 27 November.
- Marketing & Branding – the website is taking longer than anticipated and is now due to launch on 1st December. The decision was taken to delay the launch in favour of ensuring the website was right when launched. MO noted the bigger push on Social Media and encouraged everyone to engage with School posts on Facebook, Instagram and LinkedIn.
- Admissions - there is an excellent new Head of Admissions, Jen Burch. MO had just returned from India, where he had been talking about the school and looking at possible collaborations. He had also attended the Independent Schools show. Admissions were looking very good for January and September 2024, albeit the process was inevitably gradual.
- Community – MO is keen for the school to look outwards and is working on building partnerships with local state schools. He is also reconnecting with the community and has secured a grant from Southwold & Reydon Educational Trust for DT equipment. He has been in touch with Blyth Valley Rotary Society. MO has met with Reydon Parish Council to rebuild the relationship with them. SF will be hosting a Christmas Community event on 5th December 2023 to network with local businesses. MO extended an invitation to PTA Committee Members.
- Old Felicians - MO was looking to rebuild the Old Felicians network and would appreciate parents' help building the database of Old Felicians, particularly the pre-2020 leavers. A reunion was being planned for May 2024.

4. Treasurer's report

- In PC's absence, CP tabled the report, which is appended to these minutes.
- The PTA was very pleased to hand a cheque for £3402.81 to MO for DofE equipment and a Shed and equipment for the Forest School. MO gave a big thank you on behalf of the whole school.
- CP noted that, apart from Christmas treats, spending would be resumed next term, once the proceeds of Christmas fundraising had been received. It was intended that the next purchase would be the branded Gazebo.
- CP noted that there had been little cost to us in cancelling Bonfire Night. On a question from JR, CP confirmed that the light-up toys bought for Bonfire Night would be on sale at the

Christmas Cracker.

5. Past activities

- CP thanked JR for organising the Christmas Cards. It was noted that most if not all families had placed orders and the profit was just under £199.
- The cancellation of Bonfire Night had been discussed already.

6. Future events

- CP noted that we needed to plan for future events early next term and get dates in the calendar.
- It was noted that the House Scramble would be on 28/3/24 and it was open to the PTA to provide tea and coffee and possibly do a Uniform Sale with Summer clothing being worn from after Easter. CP highlighted that she would be away on this date and would therefore be grateful for a volunteer to organise this.
- Uniform Sale – CP reported that a number of people had asked when we were next doing a Uniform Sale and she thought we should do one early next term. The plan is to collect uniform in the first week back and have a sale after school on Friday 12 January if School could look at an indoor location for us.
- CP noted that she hoped to get an online system for uniform sales up and running but had not had time.
- Valentines Disco –the Committee agreed to propose to JW that the PTA took on food and small entertainments in exchange for a donation of £3-5 per child due to the food wastage in previous years.
- Summer Fair – to be discussed in January. Mention was also made of a possible Fashion Show involving local businesses.

7. Christmas

- CP reported that Father Christmas would be writing to Bronte and Nursery and also visiting them.
- Clough cinema was pencilled in for 11th December. Jane, Tania, Adele and others offered to help clear up afterwards.
- We have received some brilliant Raffle prizes and books of tickets would be sent home with each child.
- The Christmas Cracker is on Friday 8th December 3.45pm – 5pm and we need additional volunteers. MO agreed to see whether some Y12s might help.
- CP asked people to lend battery-operated lights.
- CP agreed to post a list of jobs on the WA group for people to sign up to.

8. Funding requests

To be revisited in January.

9. Parents' matters

- CA asked about the role of the School with the PTA and whether more could be done to make the PTA feel welcome. JR reported that in previous years there had always been members of staff at meetings and a room provided with refreshments. MO agreed that collaboration could improve and he would bring this up in SLT meetings.
- MO asked whether January's meeting could include feedback on Parents Day and what parents would like to see.
- JR commented that the lighting in the car park was poor. GW noted that this issue had been identified and lights are being replaced around the school.

10. Any other business

None

11. Date of next meeting

12 January

Other dates for diaries

8 December	Christmas Cracker
11 December	Clough Cinema
12 January	Uniform sale
9 or 16 February (tbd)	Valentine's Disco
28 March	House Scramble and possible Uniform Sale

12. Closure

There being no further business, the meeting closed shortly after 1000h

Signed as a true record of the meeting



Chair

PTA Accounts as of: 24th November 2023

Name of Activity since last meeting	Date	Actual Revenue	Actual Expense	Actual Profit
Christmas Cards	Nov-23	£889.00	£689.80	£199.20
Money Generated		£0.00	£689.80	£199.20

Balance:	MONEY IN	MONEY OUT	Comments
Opening Bank balance as of 13/10/23:	*****		
Revenue Created:	£964.02		Uniform sales, Christmas card monies and monies left from Eco Fair Plus Xmas Fair £50 prize
Expenses Deducted:		£784.46	Cathy expenses (see below), Carol expenses for Xmas Fair, Chq cashed for Jeans for Genes campaign
Closing Bank Balance as of	*****		
Current Float	£ 26.45		
Revenue yet to be banked	£ 154.00		Cash left from Xmas cards to be used as floats for Xmas fair
Expenses yet to be banked		£3,402.81	Forest School and DoE invoice received - chq issued
Donation received			
Closing balance inc float: 22/11/23:	*****		

Cathy's Expenses:

Glow sticks & hair braids	£116.38
Coffee urns	£174.34
Tea & Coffee	£12.37
Ground level lights for BFN	£34.39
Hanging lights for BFN	£16.79
Car park full sign	£20.28
Easel	£13.01
Nursery & Bronte gifts	£81.80
Popcorn	£28.00
Clough/Bronte cinema sweets	£20.80
Raffle tickets	£50.82
Total	<u>£568.98</u>

