

## **Minutes of a meeting of the committee of the Saint Felix Parent Teacher Association**

held on Friday 27 September 2024 in the Refectory at 0900h

**Present** Cathy Pitt (Chair), Carol Annis (Vice Chair), Pan Collier (Treasurer), Kirsty Strowlger (Secretary), Matt Oakman (President), Jane Rainer, Tanya Stock, Frances Hughman, Hannah Alexander, Ian Alexander, Crissey Leggett, Lucy Millar Hume, Jess Astor and Jemma Nicol.

### **1. Welcome and Apologies**

CP welcomed all present. No apologies received.

### **2. Minutes and Matters arising**

AGM minutes to be circulated and approved at the next meeting.

### **3. Committee Matters**

Committee members introduced themselves.

It was agreed that CP would collapse the WhatsApp community set-up as it is not working brilliantly. Instead, communications will be via the group 'PTA Volunteering and general chat'. If separate groups are needed for events, these will be created accordingly.

### **4. Parents' Matters**

Parents raised concerns regarding the lighting outside school and the volume of traffic around Clough. MO advised that a new Compliance Officer has been recruited and a plan regarding lighting and a new traffic system are to be implemented after October half term.

### **5. Head's Report**

#### **- Facilities:**

- The work on the Sports Hall changing rooms and new car park is due to be completed by half term.
- Sports pitches – the top pitch will be ready mid-October. The other two pitches will be ready in Spring 2025.
- Technology wing – work was 95% complete, including a new 3D laser printer and cutter.
- The work on Clough was 95% complete. Work on the heating system and staff facilities to be completed over half term.
- Work continues on a new Nursery behind Clough.
- Leisure Centre – managed by Georgia Cake. Membership scheme to be offered September 2025. There is a three-phase approach to reconfigure the leisure centre, to include a new gym, spinning, yoga and pilates classes and a plan to partner with Southwold Tennis Club to offer Padel Tennis.

- Microsoft Showcase School – the school is becoming a Microsoft showcase school; staff have received their devices and training, and the programme is expected to be rolled out to students from September 2025.

Uniform Review – on hold indefinitely. Parents fed back some issues with supply and quality of the uniform from Coes. MO meeting with Bridget from Coes in the next two weeks and will raise these concerns. CP said that second-hand uniform really does need us to have a space at school. There was discussion of us having some space carved out of the old changing rooms, once the new ones are completed.

- New Curriculum - some tweaks are to be made, to be rolled out to staff and students from Monday 30<sup>th</sup> September. Also working through how to implement one-to-one mentoring sessions.

## 6. Treasurer's Report

PC ran through the finance report (Appended). The opening balance was £4,619.26, of which £701 is owed to EACH and £520.20 in petty cash.

The Summer Raffle raised £510, refreshments at Sports Days c.£138.40 and summer holiday uniform sales c.£440.

The Auction of Promises raised £1401. £701 to be donated to EACH, CP is arranging a date to present a cheque to EACH. **[post meeting note – someone from EACH to attend Chapel on Friday 8 November to give a talk on their work and for the PTA to present the cheque.]**

## 7. Events/Fundraising for the Autumn Term

### - Fireworks Night – Friday 8 November

The school will organise everything except the PTA stall, which will sell snacks, drinks and glow toys and there will also be a tombola. CP to ask for volunteers via WhatsApp.

Points we raised with school:

- Cost - £5 per person, SF students free.
  - Parking – Might's Bridge and Ruth's Field.
  - Floodlights – got from Southwold Rugby Club in the past and placed in the minibus park, lighting up outside Clough and the Dining Hall.
  - Risk Assessment – Cathy to forward to Gareth (done).
  - Food – keep simple. School to consider where to serve and what to charge.
  - Finance – PTA keeps money from its stall, all else to School, but ultimately, if school loses money, PTA will help.
  - Fireworks – quote received from Inferno. Gareth to look at other quotes as well. Cathy made the point that we have a long relationship with Inferno.
  - Security – School to organise, asking staff and possibly Rotary or Lion Club.
  - Timing – opens at 1730h, fireworks c1845h.
  - School will do publicity.
  - Letter to go out from School and PTA to parents to advise new arrangements.
- ### - Christmas Event – Friday 6 December
- We agreed to hold one on Friday 6 December. This would take place between 3 and 4pm. Parents would be welcome. Location to be confirmed but most probably the Cloisters again. We need to talk to Drama and Music about their contribution.
- ### - Christmas Cards
- Led by JR and CA. Proofs to go to parents soon.
- ### - Bronte letters and gifts from FC
- It was agreed that the PTA will continue to do this and will buy the gifts.
- ### - Clough
- CP to speak to Jade regarding the cinema afternoon and Valentine's disco.

## 8. Funding opportunities

- Forest School Lighting  
It was agreed that the PTA would donate £1200.
- U18 Team Kit  
The school will be taking part in an U18 national football tournament and are looking to purchase a new kit. The total cost will be approximately £500. It was agreed that the students would source some Sponsorship, and the PTA would make up the rest.
- Senior Disco  
It was agreed that the PTA would contribute £200 to £300.

## 9. Volunteering opportunities

- Uniform Sale  
MO felt that 18 October might not be a good date as families may be leaving promptly for half term. The committee agreed to consider other dates. Available indoor locations included the Dining Hall, the Clough Music Room and Gardiner Hall. CP to send details when she has them.  
**[post meeting note – uniform sale held in the Clough Music room on Wednesday 16 October.]**
- Fireworks Night  
6-10 volunteers needed, CP to ask for helpers via WhatsApp group.
- Christmas Cracker  
Again, CP to ask for volunteers via WhatsApp chat.

## 10. Any other business

None

## 11. Date of next meeting

8 November


### Dates for diaries

Friday 8 November	PTA Meeting and cheque presentation to EACH in Chapel
Friday 8 November	Fireworks Evening (PTA stall)
Wednesday 6 December	Christmas Cracker
TBC	Clough Cinema Afternoon

## 12. Closure

There being no further business, the meeting closed at approximately 1000h

Signed as a true record of the meeting

  
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Chair