

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

held on Friday 08 November 2024 in the Dining Hall at 0900h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Pan Collier (Treasurer), Kirsty Strowlger (Secretary), Matt Oakman (President), Jade Wong (Head of Prep) Frances Hughman, Jess Astor and Jemma Nicol.

1. Welcome and Apologies

CP welcomed all present. No apologies received.

2. Minutes and Matters arising

Minutes from last meeting approved. Minutes from AGM also approved.

3. Committee Matters

No committee matters.

4. Treasurer's Report

Copies of the report were made available for attendees to view.

Activity since the last meeting includes £85.00 profit from the Uniform sale held in October. Revenue from Christmas cards is £813.50, however supplier yet to be paid, therefore, actual profit to be confirmed.

Closing balance £5,909.24 and float £461.05.

5. Head's Report

Uniform –MO met with Coes a couple of weeks ago, as numbers are increasing their commitment is renewed. Coes to come back to us with options for PE kit. MO Spoke through issues he was aware of, which Coes said are due to change in supplier. CP has collated some feedback, which MO will pass on to Coes.

International recruitment – this remains MO's main focus. Visits were made to Chin before half term and Madrid during half term to promote permanent, short term and one year boarding opportunities. MO also has a planned trip to Istanbul in April.

There is a big recruitment drive including Scholarships from January. MO is seeing a lot of perspective parents. SF is in a good position; the aim is to increase pupil numbers to 400. Boarding is up by 30% this year. The nursery is pretty much full.

Facilities – the new changing rooms to be signed off 11 November. St Georges pitch is a couple of weeks off been ready and the one at the back of the school by April 2025. The swimming Pool is now open to staff twice a week.

There is an ambition to turn the Leisure Centre into a Community Sports facility. MO has gone to Reydon Trust, Southwold Trust, National Lottery and Sports England for funding. The aim is to then ask ILG to match what is raised.

Current pupil retention – On 02 December there is a day dedicated to year 11 retention into Sixth Form. School have partnered with Hawk, a careers platform, more information in this week's Newsletter.

Prep Department – JW reported 30 new children since September.

6. Events/Fundraising for the Autumn Term

- Christmas Cracker – Friday 6 December
Letter to go out today / Monday, asking for donations of bottles, tombola and raffle prizes.
Event will mainly consist of stalls, Clough to offer Drama and singing and Year 8 to hold their business stalls. DT department have agreed to produce tokens using their 3D printer.
- Wreath making workshop – 3 December
8 participants needed to run the workshop.
- Prep-Prep & Nursery letters and gifts from FC
Mrs Fox's husband to be FC. PC to source books for gifts, CP to print letters and KS to assemble.

7. Funding opportunities

CP waiting for details regarding Forest School lighting.

8. Volunteering opportunities

- Christmas Cracker, CP to ask for volunteers via WhatsApp group.

9. Parents' matters

It was suggested that boiler suits for Forest School might be useful, PTA to possibly fund.

10. Any other business

None

11. Date of next meeting

17 January 2025

Dates for diaries

Wednesday 6 December	Christmas Cracker
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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