

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

held on Friday 2 May 2025 in the Dining Hall at Saint Felix School at 0900h

Present Cathy Pitt (Chair), Carol Annis (Vice Chair), Matthew Oakman (President), Jade Wong (Head of Prep), Jess Astor, Jemma Nicol, Tanya Stock, Frances Hughman, Veronica Arias

Apologies Kirsty Strowlger, Panayiota Collier, Jane Rainer, Crissie Leggett

1. Welcome and Apologies

CP welcomed all present. Apologies were noted as above.

2. Minutes and Matters arising - None.

3. Committee matters

CP reported that Jade Wong had kindly agreed to being a bank signatory, making transition easier. This was APPROVED.

CP explained that although CA's daughter was no longer at Saint Felix, CA had kindly agreed to stay on as Vice Chair as a co-opted officer as permitted by the Articles of Association. CA would resign at the AGM and not seek reappointment. This was APPROVED.

No-one had yet volunteered to take over from the PTA officers next year. CP would send out a letter imminently, repeating the call for volunteers.

CP reported that the AGM would be held on Friday 13 June 2025 and reminded people that the quorum was eight members.

4. Head's Report

MO reported that the major current project is the transformation of Bronte into an International Centre. The top floor will be open plan social spaces, the first floor bedrooms and the ground floor teaching spaces. This will raise important revenue which in turn can be reinvested back into the School. The projected finish date is in June and there are already bookings throughout the summer.

Potential capital expenditure projects not yet confirmed are the updating of the Art space in Senior, work to the swimming pool and, longer term, plans to develop the Sports Centre into a Leisure Centre open to the community.

Exams – Public Exams have begun and will run to the middle/end of June.

Parents Day – this will follow a similar pattern to last year with a mix of speeches, awards and performances. An Art / Music Exhibition evening is also planned for the end of term.

The Arts:

- The Arts department is strong and MO's Newsletter this week is Arts themed.
- More students than ever are taking LAMDA classes.
- A large group of students went to see Joseph at Norwich Theatre
- School had a visit from The Bohemian Choir (a Czech choir) this week
- The Southwold Arts Festival was coming up and school was hoping to participate.

- The Prep department production of Plastic Pirates is coming up soon and School was in talks with Southwold Arts Festival to perform there too.

Admissions are healthy, and MO has a regular stream of meetings with prospective parents.

JW reported on the planned regeneration of the area at the back of Clough into an indoor/outdoor play area (with PTA shed/shop!). CP reported that the PTA had committed £1,500 to this project, to include the renovation of the PTA shed.

5. Treasurer's Report

In PC's absence, CP reported current balances (cash at hand and in bank) of £4,574.54. After taking account of commitments made but unpaid, this left £2,365.63, which was a healthy sum to take into the next school year.

CP reported that the House Scramble shows a profit of £14, however, we feel we made approximately £30 but money had gone missing, most probably due to the high wind.

The uniform sale on 21 March generated a net profit of £283.95 with further ad hoc sale sales bringing in approximately another £250. MO commented that the second-hand uniform service is greatly valued, especially by new parents starting mid-term, etc. It is also a good way of introducing them to the School and making them feel part of the parent body. JW noted that she had several boxes of second-hand uniform, and clean and ready to be passed to the PTA.

CP reported that the shed project will involve a basic update, with paint, a new roof, a small carpeted area to the front and a counter for serving. CP would like to make bunting using old uniform to brighten the space up. FH offered to help and VA suggested that Ms Lupton from the boarding team might also get some boarders to help. The shed should be ready for the start of the new term in September. In the meantime, there would be one or two uniform sales at CP's house during the summer holidays, dates TBD.

The long-term idea for the Shed is to open 2/3 mornings or afternoons a week. The PTA would liaise with Jade for suitable access times. Will require volunteers to man these days. The total amount the PTA is providing towards this project, including the regeneration of the attached areas is £1,500

6. Volunteering

The current PTA storage shed needs a clear-out, help will be needed, a vote on suitable dates will be posted on WhatsApp.

Sports Days – Sale of Refreshments: Prep – 30 June, Senior – 2 July. CP suggested we serve strawberries and cream in addition to the cakes we offered last year and FH offered to make scones with jam and cream.

Uniform Sales to be held at Cathy's during the holiday's dates TBD.

Charity Auction – a letter would be going to parents/guardians shortly and all were asked to spread the word about possible donations. MO offered dinner with himself again and TS offered Afternoon Tea for Two at the Barnham Broom.

7. Funding

The Video camera has been ordered and delivered. MO confirmed that School are very happy with it and thanked PTA members for their hard work.

Agreed but not paid yet

- PE Equipment – MO will follow up
- Mud Kitchens – JW confirmed this had been structured as a Service project for Seniors after half term.

CP asked if people could let her know if they had an oil-filled radiator that could be donated for the new uniform shed.

CP reported that she had ordered the Lighthouse Awards for Parents Day

8. AOB

JN wanted to address the durability of the new uniform logo after several washes. MO & JW confirmed that Coes have certainly given assurances, but have asked J.N. to feedback after washing, and JW to monitor on children.

CP mentioned that a concern had been raised regarding the volume of staff vacancies. MO gave reassurances that the numbers were in normal parameters of 10-12% as normal expectancy and that a good number of quality applications were being received.

9. Date of next meeting

The AGM on 13 June 2025

Dates for diaries

TBD	Shed clear-out
w/c 19 May tbc	Uniform Collections
Monday 30 June	Junior Sports Day
Wednesday 2 July	Senior Sports Day
Summer Holidays TBD	Uniform Sales

10. Closure

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

Signed as a true record of the meeting



Chair