



Royal Russell

Notes of the Royal Russell Parents' Association Meeting

Held on 26 April 2018

1.	Summary	Actions
	<ul style="list-style-type: none">• Several proposals were put forward for new and different Parents' Association events in future. ET & CT to lead discussions with Headmasters/ Deputies• An event planning template has been produced to help the events sub-committees.• Plans reported to be progressing well for the upcoming Comedy Night [5 May] and Barn Dance [18 May]• The first Christmas Fair sub-committee meeting has been held.• A costed plan has been put forward for more Parents' Association noticeboards around the school.	
2.	Present	
	<p>Claire Tree, Emma Thistleton, Judy Moseley, Karen Muldoon, Kavitha Whitley, Marianna Cherry, Melanie Bruguier, Ruth Clery, Sarah Rihal, Sue Pringle, Susie Johnson, Swazi Rodgers, Valika Eden, Virginia Gilmour</p> <p>In Attendance: David Selby</p> <p>Apologies: Ahmet Ratip, Beatriz Pampin, Ciara Campbell, Jeremy Lloyd-Jones, Kathryn Sinclair, Lindsey Hanford, Natalie Hart</p>	
3.	Minutes of the last meeting	
	Amendments were noted.	
4.	Actions/ Matters Arising	
	<ul style="list-style-type: none">• MB confirmed that a cheque was being sent to the charity <i>Off the Record</i> with the proceeds of the raffle from the Quiz Night.	Completed

	<ul style="list-style-type: none"> • MB confirmed that a cheque was being sent to the School for £10,000 towards the Pavilion • VG confirmed the criteria for assessing funding requests had been added to the Parents' Association web pages • ET to discuss & resolve the outstanding auction of promises commitments with JJJ. MB to chase outstanding payments • VG presented a costed plan for the proposed siting of 3 noticeboards in the Junior School, 1 noticeboard in the Senior School reception and 1 banner board in the car park, which had been devised in collaboration with Mr Thompson, the Facilities Manager & Ciara Campbell. ET presented an alternative for the banner board which could be taken down between events. KW queried the costings. DS agreed to discuss the costings further with Ciara Campbell. • VG reported that the suggestion to include Parents' Association information in the School's web site front page 'pop-up' boxes was not viable as the pop-up's were reserved for important/urgent school information. • VG reported that the list of things that the Parents' Association had recently funded for the school had been updated on the Parents' Association web pages. • VG circulated a draft Event Planning Template proposing a 10-week lead-in time to plan an event and listing the key tasks needed. All were asked to review the draft template and send any comments to VG • Committee members were reminded to send their biography details, specifically the school year of their children to VG so that the Parents' Association web pages could be updated as agreed. 	<p>Completed</p> <p>Completed</p> <p>ET/ MB</p> <p>ET/DS/VG</p> <p>Completed</p> <p>Completed</p> <p>All to send any comments to VG</p> <p>All Trustees & co-opted members to send details to VG</p>
5.	Financial Report	
	The latest financial update is attached to these minutes.	
6.	Upcoming Events	
	<p>6.1. Comedy Night, 5 May ET reported that 4 comedians and a compere had been booked, but sales for the event to date were disappointing. It was noted that the organising sub-committee were hopeful there would be a last-minute surge of interest as there had been some intensive advertising in the Junior School, but it was not thought the break-even number of 130 ticket sales would be achieved. It was noted Ciara Campbell had been asked to email staff and parents.</p> <p>6.2. Barn Dance, 18 May JM reported the timings for the event had changed slightly from doors open at 6.30pm to 6.15pm. It was noted that advertising in the Senior School newsletter had happened and posters had been produced and displayed in the Junior School. Further publicity was noted to be in hand. MB reported the event was active on wisepay, so parents were able to book. Break-even</p>	<p>Sub-committee lead [ET] to report on event at next meeting.</p> <p>JM to report on event at next meeting.</p>

	<p>sales were noted to be 80 tickets. JM confirmed the bar licence had been obtained and set up arrangements were agreed for the afternoon of the event.</p> <p>6.3. Cinema Night, 30 June, election of sub-committee MB, MC, ET, KW, SJ, SwR volunteered for the sub-committee. ET agreed to lead it and organise a meeting.</p> <p>It was noted that this was an expensive event to run, costing approximately £1,800, so there was discussion about whether this event should be sold at cost or a nominal fee. It was agreed a nominal fee should be charged as this was a child-centred event.</p> <p>6.4. Christmas Fair, 24 Nov It was noted that the first meeting had taken place and it had been agreed that there would be fairground rides, the 'chill-out' zone which had been popular last year, a grand prize draw and external food at this year's event.</p> <p>It was noted that KS & VG would lead on publicity and marketing for the event.</p> <p>ET reported that she would be meeting with DS to see how the Senior School houses could get more involved this year.</p>	<p>ET to lead MB/MC/KW/SJ/ SwR</p> <p>ET to report on progress at next meeting</p> <p>LH to report on progress at next meeting</p>
7.	<p>Proposals for future events</p>	
	<p>The following suggestions were discussed:</p> <ul style="list-style-type: none"> • Awareness Days – after discussion, it was agreed many are already in place and that it was perhaps more appropriate for school to lead on these. • Junior School Summer Fair with various activities including external stalls, games, crafts, cake sale etc. – it was agreed this idea should be taken forward for further consideration • Christmas present donations – it was agreed that this or something similar was already done by the school • Ice cream day whereby Parents' Association rather than external supplier sell ice creams – it was agreed this idea should be taken forward for further consideration • Dress-up day – it was agreed charitable mufti days were already organised by the school • Cake day – it was agreed this should be combined with the summer fair 	<p>ET & CT to discuss with DS, NH & JT and report back to the next meeting</p>

- **100 club [a form of lottery for parents' to participate in if they choose]**– already agreed. ET to take forward with CC & DS to start in September
- **Laser Tag**, run by an external company so that Parents' Association receive a percentage of the fees – agreed this should be taken forward for further consideration
- **Inflatable day**, where an external company would come in to school to set up huge inflatables and the children would purchase wrist bands to use them. The Parents' Association would receive a percentage of the profits. It was agreed this idea should be taken forward for further consideration
- **Royal Russell family Camping on North Pitch (already agreed in principle with HM last year)** - It was agreed this idea should be taken forward for further consideration
- **Music festival**, to take place in the holidays with possible tribute bands or aimed at the senior school students possibly following results day - it was agreed this idea should be taken forward for further consideration.
- **Car boot sale** - it was agreed this idea should be taken forward for further consideration into reinstating these.
- **Wine tasting and or gin tasting**, aimed at year 6, 7 & 8 parents specifically to help with transition to senior school and might also appeal to Teachers - it was agreed this idea should be taken forward.
- **Treasure Hunt**, to appeal to families & could be based on DS's previous experience of running one or involve the Geography A level students in route planning - it was agreed this idea should be taken forward for further consideration.
- **Magic show for nursery and reception** children, a chargeable event after school one Friday. Subject to agreement with Mr Thompson - it was agreed this idea should be taken forward for further consideration.
- **Circus**. - it was agreed this idea should be taken forward for discussion with Mr Thompson
- **Mums Night Out**, an event with dinner, drinks and dancing in the Great Hall or dining hall specifically aimed at school mum's - it was agreed this idea should be taken forward for further consideration.

	<ul style="list-style-type: none"> • Drive in cinema night, on the top pitch using an inflatable screen, using an external provider with the Parents' Association receiving a percentage of the sales - it was agreed this idea should be taken forward for further consideration. 	
8.	Date of Next Meeting	
	13 th June 2018 at 7.30pm in the Senior School Conference Room	

Produced by Virginia Gilmour/04.05.18