## Harrogate Grammar School
### PTA Meeting Minutes held on Wednesday 4 May 2016

#### Present:
- Debi Abbott (Chair); Margaret Howard (Secretary); Murray Trantor (Treasurer);
- Kirstie Moat (Deputy Head); Tim Milburn (Assistant Head); Evelyn Holyland (Staff Representative);
- Lesley Weston (Staff Representative); Jeff Abbott; Paula Stott

#### Apologies:
- Kate Henderson (Vice Chair); Julia Thomson (Music Representative); Kirsty Leedham

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<thead>
<tr>
<th>Min. No.</th>
<th>Action/Deadline</th>
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<tbody>
<tr>
<td>1</td>
<td>Apologies for absence received as above.</td>
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<td>2</td>
<td>Minutes of meeting held 9 March 2016 approved.</td>
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<td>3</td>
<td><strong>Matters Arising from Minutes of 9 March 2016</strong></td>
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**3/5k Run**
The MAT run has been postponed due to time constraints. The event will now take place in September/October 2016.

**Summer Gathering**
Saturday 16th July 2016 11am – 3pm.
A flyer and letter to go out on Comms regarding this event next week and to be included in the pack for new Year 6 parents. See appendix 1 for more information on the event.

**Quiz Night**
There was a lot of great feedback received from the event. It was suggested at the next Quiz night not having a welcome drink and to look at borrowing the glasses from the kitchen instead of hiring them.
Peter Hall Jones has agreed to take over as Compere.

There was a survey given out on the night asking people what events they would attend. The results were:

- Beer Festival – 18
- Race night / Pig racing – 11
- Comedy night – 7
- Disco / 80’s night – 5
- Formal Ball – 5
- Beauty / Pamper night – 5

Margaret to look into holding a Beer Festival in June 2017. 

**Newsletter**
Jeff is hoping to have this out in the next few weeks.
<table>
<thead>
<tr>
<th><strong>4</strong></th>
<th><strong>Treasurer’s Report:</strong></th>
<th><strong>EH</strong></th>
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<tr>
<td></td>
<td>The account has a healthy £7,100. There are 2 bids for which Murray is still awaiting invoices. Evelyn to contact Emily regarding the music bid.</td>
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<td></td>
<td>Murray has put together the job role for Treasurer. A Comms is to go out to all parents asking anyone who is willing to take on the role to contact Debi.</td>
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<th><strong>5</strong></th>
<th><strong>Update from Music</strong></th>
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<td>Julia was unable to attend the meeting.</td>
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<th><strong>6</strong></th>
<th><strong>New Bids for Consideration</strong></th>
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<tr>
<td></td>
<td>Canon iPF 6400 A1 Printer for Design Faculty - £1,500</td>
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<td>9 x Sphero App enabled balls for Computing - £900</td>
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<td>Benches for area in front of Astro turf - £1,000</td>
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<td>All bids agreed</td>
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<th><strong>7</strong></th>
<th><strong>New ideas/Other</strong></th>
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<tr>
<td></td>
<td><strong>Christmas Party Night</strong></td>
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<td>Debi suggested holding a Christmas Party night at the Majestic Hotel on Thursday 8th December 2016. The cost would be £27p/p. The price would include a welcome drink, 3 course meal and disco. The room would be solely for the use of HGS. Christmas raffle tickets would also be sold at the event and the raffle drawn at the end of the evening.</td>
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<td></td>
<td><strong>Calendar of Events</strong></td>
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<td></td>
<td>Wednesday 13th July 2016 - New Year 7 Parents Evening</td>
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<td>Saturday 16th July 2016 – Summer Gathering</td>
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<td>Thursday 15th September 2016 - New Year 7 Social Evening</td>
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<td>Tuesday 4th October 2016 – New Year 6 show round evening</td>
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<td>Wednesday 5th October - New Year 6 show round evening</td>
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<td>Friday 14th October 2016 - Quiz night</td>
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<td></td>
<td>Tuesday 1st November 2016 – Raffle tickets to go out to parents</td>
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<td></td>
<td>Thursday 8th December 2016 – Christmas Party Night</td>
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<td></td>
<td>February 2017 – Comedy / Cabaret Night (TBC)</td>
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<td>Friday 31st March 2017 – Quiz Night</td>
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<td>Friday 9th June 2017 – Beer Festival with Pig Racing and DJ</td>
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<td>Saturday 10th June 2017 - Beer Festival with live bands</td>
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<td>July 2017 - New Year 7 Parents Evening (Dates TBC)</td>
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<td>July 2017 – Summer Gathering (Dates TBC)</td>
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<tr>
<th><strong>8</strong></th>
<th><strong>Any Other Business</strong></th>
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<td></td>
<td>None</td>
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<tr>
<th><strong>9</strong></th>
<th><strong>Date of Next Meetings:</strong></th>
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<td><strong>Wednesday 18th May 2016 – To discuss the Summer Gathering only.</strong></td>
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<td><strong>Thursday 22nd September 2016 - Informal PTA Meeting with wine and nibbles</strong></td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>Wednesday 9th November 2016</td>
<td>AGM and meeting</td>
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<td>Wednesday 18th January 2017</td>
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<td>Wednesday 8th March 2017</td>
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<td>Wednesday 3rd May 2017</td>
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**Meeting closed at 9.15pm**
HGS Summer Gathering

I feel this event is a much needed social celebration for many different reasons. Firstly it’s an ideal opportunity to welcome the new year 7 students and parents in a relaxed environment should we decide to follow on from the sports day event. Secondly it gives the school an ideal opportunity to showcase student’s works and abilities to parents and the wider community. And it is a fantastic time of year to bring the school together as students, parents, teachers and neighbours. I wanted to create a modern feel festival and to create interest for all ages and preferences and felt that the name HGS Summer gathering gives the event an exciting feel.

The activities on the day would range from music, performing, art and photography, games and competitions and trading stall opportunities. There are lots of ideas that have come about whilst brainstorming but I appreciate that we will need to be sensible in what’s achievable this year and maybe, hopefully work on including a little more each time should the event be successful. Initially we would need to form a sub-committee for the event and I have drawn together a rough itinerary for each area in the hope of forming coordinators to concentrate on these. I think if we split these into Entertainments, outside sellers, PTA stalls, and then food and beverage areas we should achieve what hopes to be a smooth running, enjoyable run up.

We have created an initial interest flyer, and now an agreed date is in place it would be great to start getting this out there on comms, Twitter etc. To man the event fully it would be great to have around 30 volunteers for the various stalls, but previous events have shown this is unlikely so we may have to look at multi-tasking or reducing to the basics but the sooner we start asking for help the better chance we have. Although it would be great to have sixth formers on side.

I do think as nice as it would be to make money for the PTA fund, but this shouldn’t be the main priority for this event and creating an atmospheric experience should be but on that note it also shouldn’t be at a loss either obviously. There may be outlay costs also this year for buntings, banners, trophy, and stall dressings but these can then be used year after year.
I've put together an initial ideas and organising pack for you to look through and from here I'm looking forward to your input......who’s in!? 
Hi Everyone!
I'm currently planning on an exciting event for the school this Summer. "The HGS Summer Gathering" will be held on Saturday, 16th July and will run alongside our new year 7's sports morning from 11am-3pm. This event is a great opportunity to celebrate and showcase our schools achievements through our sports, arts and music departments and also as a school community to socialise and enjoy the end of the school year, hopefully in Summery climates.
In order to make this as amazing as I'm aspiring it to be...we would require your support whether that be ideas and organisation prior, donations or help on the day. How would you like to be part of what aims to be a fun-filled memorable day for all! .... Could you ...

*Donate items for the tombola
*Do you have an idea for a stall or activity that you can arrange
*Make bunting/signage & banners
*Help set up tables/stalls/decoration on the morning of 16th July
*Man a stall for a period of your choice between 11am-3pm
*Help in the clear up process after 3pm

If you are able to contribute to any of the above please do let me know via email: debiabbott@me.com or mobile: 07779411567

Should you have any queries before committing or you are indeed ready to join the team please do let me know. I look forward to hearing from you!

Kindest regards

Debi Abbott
PTA Chair
HGS summer event brainstorming

Big wheel
Bungee trapeze
Bucking bronco/surfing
Bouncy castle
Fire engine display?
Hook a duck
Roll a ball
Wii gaming challenge-just dance wii sports?
Hoopla
Stocks and sponges
Beat the goalie
Play your cards right
Lucky dip
Name the teddy?
Guess the baby photo to the teacher
The great HGS bake off competition
Ice cream stall
Candy floss and pick and mix
World foods stall
Raffle/tombola
Jewellery and craft stall
Tattoos and face painting
Manicure spa stall/?pampered chef?
Circus workshop
Pony ride
Glee type musical theatre performance
String quartet performance
Art gallery showing
School rock band?
Strictly type dance performance
Rounders/kwik cricket tournament /five a side footy

Barbecue 12-2
Fish & chips or Hogg roast 5-7
Bar for drinks
Cream teas/Pimms & strawberries
Coconut shy
Garden Jenga
Hopscotch
Chess
Gladiator it's a knock out game
Car washing in the car park?
Photo booth/caricature
Bunting-can students make this in DT design and textile classes?
Hay bales seating
Signage
Helium balloons
Flyers with event timings

Sponsors
So bar
Taylor's/Betty's
Vanilliss
Mama Doreen's
Baroque
Light water valley/flamingo land
Stray fm/press
6th former on photography course
Facebook Twitter Instagram
Entrance fee £1 adults / children up to 16 50p
GENERAL TO DO LIST HGS SUMMER GATHERING;

*Coming soon Flyer release to create interest/excitement and promote
*Request for volunteers to man stalls via PTA email each month leading up to event
*Invites for GCSE/A level school leavers and new year 7s
*Research costings/hiring etc./ confere with PTA, Murray and committee
*Decide on definite activities and delegate departments to committee/volunteers
*Publicise and approach possible outside traders
  -Jewellery designers/traders
  -Beauticians & Spa specialists
  -Pampered chef/Jamie at home host
  -Chabby Chic/personalised ornaments/accessory traders
*Liaise with school for different entertainments genres and students wanting to participate....hold an audition style event for bands/performers through school
*Site visit of school to organise specific areas and equipment required
*Work out definite timings of events throughout the day- produce order of events flyer to hand out on admission/new year 7s parent evening
*Produce banners for each stall
*Organise specific requirements for individual stalls-allocate volunteers plus organisation of outside traders (charging for hire of table/allocate req. tables and chairs to each stall)
*Issue Event order info sheet for all volunteers and organisers
*PUSH School comms/twitter/mumblers and students assembly promotions/flyers for local area?

FOOD & BEVERAGE COORDINATOR REQUIREMENTS;

BBQ
HGS catering team
Drinks
Pimms & Alcoholic beverage tent
Soft drinks bar to buy/organise
Storing of ice cubes
Plastic glasses
Tables and banners
Candy floss and pick & mix
Can candy floss be bought fresh pre bagged? Should we hire a machine?
Pick & mix cart/table - bookers bulk buy sweets plus bags to put sweets into
Tables/banner
Ice cream
Hire ice cream cart/van? Brios Classic Italian/ traditional van?
Buy own bulk buy/ store in chest freezer?

PTA STALL REQUIREMENTS;

Hoopla
Poles & hoops
Table/banner/prizes
Stocks
Stocks to look at hiring/borrowing
Sponges/buckets
Teachers!?
Banner/prizes
Play your cards right
Murrays set up of cards and stand?
Banner/prizes

Raffle/Tombola
Raffle prizes/Tombola prizes
Raffle tickets created
Tables/Banner

Temporary tattoos/face painting
Face paints and temp tattoos
2 chairs and table

Guess the teacher baby photo competition
Teachers baby photos scanned/copied
Forms for answers
Display boards
Large garden games free for use
Large inflatables planning Gladiator ring and Bungee eliminator run-see attached for details

ENTERTAINMENTS COORDINATOR REQUIREMENTS

Students Art Exhibition
Years 7-9 categories
GCSE students
A-Level
Display boards

String quartet/classical group
Students string group to liaise with Julia Thompson music PTA/Emily Segal?

Dance/Musical performance
Glee style musical theatre tribute piece(students) covering a variety of stage shows/film musicals
Liaise with performing arts department/club-Lucy

Rock/Pop band sets
Lease with battle of the bands entrants/look at local giggers?

Rounders/Kwik cricket
Adults V students/children

The great HGS Bake off
Competition for best cake/dessert
Arrange prior advertising for entrants
Trophy for winner?
Kirsty- Mary Berry/Richard-Paul Hollywood/Lesley & Evelyn-Mel & Sue? Judges

Strictly come dancing performance/Zumba session
Professional dancers performance
DJ/background playlist music between entertainments
PA and technical organisation

OUTSIDE SELLERS STALLS REQUIREMENTS

Set a charge for stall and organise payment via cheque/cash/bacs?

Jewellery designer to find
Tables and requirements from seller

Craft/Shabby Chic seller to find
Tables and requirements from seller

Beautician&Spa specialist/Virgin vie/Temple spa host to find
Tables and requirements from seller
Younique/Forever living or similar host to find
Tables and requirements from seller