

Minutes of the PA Committee Meeting 13 November 2024

Present

Jean Pine (JP), Katie Stitson (KS), Lucy Alderton (LA), Kate Rhodes (KR), Shirin Mohmed (SM), Jenny Cheung (JC), Christine Neasham (CN), Victoria Gore (VG), Victoria Wood (VW)

Apologies

Samm Thompson (ST), Katie Travis (KT), Beth Street (BS)

Actions from previous minutes

Action LA - PA constitution to be updated and put on school website

Action VG & VW – Jointly to write Friends of Clock House (FOCH) summary for the constitution and supply to LA

Action LA – Catch up with Dr Hinchliffe to ensure that the 2025 spring fair is sufficiently promoted and supported by staff

Action LA – follow up on sports barn branding

It was also mentioned by VG and VW if there were any plans to have an official opening of the new Clock House reception and year 1 building and outdoor spaces. Another potential good PR opportunity.

Bids

Sports Leaders Tops

KS confirmed these have been ordered and the school is awaiting their arrival.

Action KS – contact Mrs. Parkinson to obtain pictures of the students in their new tops.

Learning Support facility

LA took the meeting through the bid as submitted by the Learning Support team and the Bursar. The proposal asked for a PA contribution towards the cost of the fit which amounted to approximately £15k.

The committee approved a donation of £8k towards the cost.

There was much discussion around the PA's constitution which currently states that bids will not be accepted for fixtures and fittings for the school. It was felt that further clarification around this point is needed going forward given the increased number of bids of this nature that we now receive.

It was also mentioned that approved PA bids are normally given to projects which the whole school can access. At this stage it was not clear if Clock House pupils could access that space.

Action LA – To ask school if Clock House can access the new Learning Support hub.

It was also noted by VG and VW that there is a perceived lack of awareness of the bid process within the Clock House community.

Action LA & KR – To arrange to see both the Bursar, Mr. Ribeiro and Mrs. Robertshaw-Hughes to reiterate the PA bidding process and bid criteria.

Gym Floor Bid

LA presented a bid from Mr. Nabozny with regards to a proposed new flooring concept for the senior school gym.

This bid proposal again raised the question of the PAs constitution surrounding fixtures and fittings and the nuances around this.

At this stage the committee did not feel they could vote on the proposal. It wasn't clear if the floor was unsafe (if so, it should be covered by the school?) or if it was to make the space feel more contemporary and like the style used in the new cardio suite.

If branding was part of the plan, the committee wondered if the BGS student committee could be involved to come up with the designs, and the PA could then consider covering the cost of the new vinyls for the new artwork.

Action LA – To speak to Mr. Nabozny, ask for more details and bring the proposal for further discussion at the next committee meeting.

Finance

Action LA – check with KT that accounts have been scrutinized by the Bursar as part of the recent AGM.

Upcoming Events

Wreath Making

Sold out and all in hand. LS and BS organising

Bake Sale and Meet the PA

Now just a bake sale on the 23/11. KR to organise at the same time as the SHU sale.

Action – LA to confirm ST happy for this to happen.

Action – KR to order coffee and tea for the day and for key dates flier to be out for people to pick up

Indoor O event

KS organising refreshments for this to be sold in the DH room

LA and JP to help and run Christmas crafts

Spring Fair and Iftar planning meeting

Planned to have this online on the 2/12

Action – KS to send out email via school inviting people to attend

Community Iftar

Confirmed for Monday 10th March 2025. KS confirmed Price Hall, Learning Link and Dining Hall are all booked.

Spring Fair

Action LA & JP– confirm Price Hall and all required rooms and spaces are booked

Spring photo competition – Mr. Skelton will support in promoting this initiative.

Action JP – to pick up with Mr. Skelton and confirm final details and be ready to launch the competition in the new year.

AOB

Action LA – to talk to school regarding the BGS PA area on the school website

Action LA – follow up with Andy Dawson re the PA Microsoft teams account and using our 365 account to store documents on the cloud

Action LA – to plan more PA social media posts. KS mentioned we should also get an Instagram account as many people are moving over to that platform as are school. To be discussed at the next committee meeting.

Action KR – liaise with Mrs. Tomlinson about a place for Year 7 sports donations to be taken and left and confirm location.

Action VG & VW – FOCH to discuss nomination of a rep who will attend senior school PA meetings on behalf of Clock House.