

OPSA

Minutes of the OPSA Meeting held on Monday 16 November 2015 at 7.00 pm in the School Library

Present: Roger Cox (Co-chair), Helen Henderson (Co-chair), Jocelyn Sheppy (Treasurer), Kathryn Elliott (Secretary), Emma Davies (Assistant Headteacher), Grainne O'Kelly, Liza Ctori, Hilary Thomson, Becky Ellison

Apologies: Jean Bell, Julian Bell

1. Minutes of last meeting

The minutes of the meeting held on 21 September 2015 were agreed to be a correct record.

2. Progress on action points from previous meetings

- Working party to review School Fund donor recruitment – Ongoing. Helen to contact Jilleen Nadolny to discuss next steps.
- “My St Margaret’s” magazine would welcome an article from the school (through English Dept. or Press Club) – Ongoing. Recent letter passed to Emma Davies.
- Use of Easyfundraising.org.uk - Ongoing. Discussed at item 5.
- St Margaret’s Fair – Ongoing. The Fair Committee is keen to have new volunteers and anyone interested should contact Kathryn Elliott at elliott.kathrynj@gmail.com. Discussed at item 9.
- Roger to contact Romany Wood-Robinson and Jean Bell to discuss their ideas for OPSA’s use of social media. Done – discussed at item 6.
- Using Eventbrite for Rugby Parking bookings. Done – discussed at item 9.

3. Treasurer’s Report – Fundraising update

Jocelyn Sheppy reported that fundraising in the new academic year has made a very good start.

- OPSA received a donation of £2,125 from St Margaret's Fair and would like to thank Becky Ellison and Mike Ainger for organising the Pimms stall at the fair. A letter of thanks has been sent to the fair committee.
- Rugby parking takings during the World Cup were £7,270, raising a net income of nearly £6k after advertising costs and the cost of keeping the school premises open were deducted. OPSA would like to thank Becky Lunn and Graham Goffey for organising the parking and Henry Clark for managing the website and advertising.
- The Fireworks night raised over £8k with costs currently being finalised. Emma Davies thanked Helen Henderson on behalf of the school for taking this on and delivering a fantastic evening. Helen has already thanked the volunteers who helped on the night but wanted to also thank Mathilda Hayes (former co-chair of OPSA) for running the initial Fireworks event in 2014 and her support this time. Hilary Thomson pointed out that this event not only raises money but also the school’s profile in the local community in a very positive way and has received good feedback.
- Finally OPSA has received its first payment from Easyfundraising.org.uk and this has now raised donations of £98. OPSA would like to thank Hilary Thomson for setting this up. (Discussed further under item 5.)

4. OPSA Priorities

Helen outlined the committee’s priorities for the rest of the year. These are:

- To raise funds through core events (such as Fireworks and Rugby Parking) and through initiatives suggested by volunteers who are prepared to run them.
- To encourage the development of effective relationships between staff, parents and others associated with the school. This can be through social events, volunteering to help at events and attending OPSA meetings.

The aim will be to run one event per term, ideally with both a fundraising and social aspect (such as the Fireworks). Helen said that the committee currently feels limited by its size in what it can achieve and would like to expand this year by co-opting an Assistant Treasurer and Communications Manager, as well recruiting a new Website Manager (not a committee role). **Committee to outline these roles and recruit parents to take them on. Parents interested in role of Assistant Treasurer to contact Jocelyn, jocelynsheppy@hotmail.com. For other roles contact Roger, roger.cox@grosvenor.com (see also Item 6.)**

5. Easyfundraising.org.uk

Easyfundraising allows people to sign up to a specific charity, such as OPSA, and automatically generates a donation every time they buy something from many online retailers. Hilary Thomson pointed out that the 22 parents who have already signed up have raised almost £100 for OPSA in only three months, suggesting that there is potential to raise more this way.

Helen said that she will continue to encourage parents to join Easy Fundraising in the run up to Christmas through the School Newsletter and other forms of communication. Emma Davies said that staff are also being encouraged to join. **Helen to send Emma supporting information to use in an In Touch message to go out soon from the school to all parents to encouraging them to join.**

6. Communications

Roger Cox held a meeting with Romany Wood-Robinson and Jean Bell and the ideas discussed will help formulate the roles of Communications Manager and Website Manager. Roger has also met with Peter Richardson, Senior IT Technician in school to discuss linking with the school's Facebook page. The meeting discussed the merits of a linked page versus an independent OPSA page and will await Peter's feedback. Roger thanked Romany, Jean and Peter for their assistance. **Following feedback from Peter, Roger will set up OPSA Facebook page (linked or independent of school).**

7. Request for funding

The school asked for a £1,500 contribution from OPSA. This is towards a trip for the whole of Y7 to go to a production at The Unicorn Theatre which will be linked into the Y7 curriculum. The meeting approved this request.

8. Future Events

- Julian Bell's offer to run a short course of evening classes in Creative Writing for parents is going ahead and details will be communicated in the New Year.
- The format of a social event in the Spring Term for Y7 parents was discussed, either as an OPSA meeting or a separate event.
- Another Comedy Night for parents was discussed for the Summer Term. **Roger to investigate this by contacting Lucy Timms who co-ordinated the acts last time.**
- Inviting external speakers to OPSA meetings has been popular, such as Margaret Ansell on "Supporting your child through exams", and this will be considered for future meetings.

The committee are always keen to receive new ideas for future fundraising events. **Parents with fundraising ideas please contact Kathryn at elliott.kathryn@gmail.com**

9. AOB

- Becky Ellison said that the St Margaret's Fair Committee is looking for someone to take over organising the Fair Programme. **Helen to place a request for a volunteer in Newsletter.**

- Roger has discussed feasibility of using Eventbrite (online ticketing) to book parking spaces online with Graham Goffey and they have decided that it is too expensive to use at the moment.
- Roger asked Emma whether the school keeps a list of alumni. **Emma to investigate.**

Meeting ended at 8:10 pm. Next OPSA meeting is on Monday 18 January 2015 at 7:00pm in the School Library