

OPSA

Minutes of the OPSA Meeting held on Monday 18 January 2016 at 7.00 pm in the School Library

Present: Roger Cox (Co-chair), Helen Henderson (Co-chair), Jocelyn Sheppy (Treasurer), Kathryn Elliott (Secretary), Veronika Toth, Claire Chalmers

Apologies: Emma Davies, Elaine Ball

1. Minutes of last meeting

The minutes of the meeting held on 16 November 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 has arranged to meet 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.**
- Use of Easyfundraising.org.uk - **Ongoing. Helen to send Emma Davies supporting information for an In Touch message to go out to all parents to encouraging them to join.**
- Request for Communications Manager and Website Manager - **Ongoing. Job descriptions to be produced by Helen and Roger so that prospective volunteers can see what role entails. Parents interested in roles to contact Roger or Helen, roger.cox@grosvenor.com, helen_f_hendersn@hotmail.com See 6 below.**
- St Margaret’s Fair Committee is looking for someone to take over organising the Fair programme as well as new members to join the committee. - **Ongoing. Helen to place a request for a Fair Programme Co-ordinator in Newsletter. Parents interested in joining the Fair Committee please contact Kathryn, at elliott.kathryn@gmail.com**
- School alumni list – **Ongoing. Emma Davies to investigate whether the school keeps a list of past pupils.**

3. Treasurer’s Report – Fundraising update

Jocelyn Sheppy reported that fundraising in the Autumn term included Rugby parking at the World Cup and the Firework Display.

- Rugby parking raised just under £6k, after advertising costs and charges for caretaker overtime due to the late matches.
- The Fireworks display provisionally raised just under £9k subject to confirmation of one final cost.
- OPSA received a donation of £2,125 from the St Margaret’s Fair and the Christmas Concert bar raised £169. Thank you to bar helpers Stefan Berbers, Leigh Gibson and Pat Morgan.

Therefore funds raised in the first four months of the year total £17k. This together with the funds brought forward of £11k at the start of the year gives funds of £28k. Allocated against this are £16.1k of items already approved on the school’s wish list for 2015/16 and general OPSA expenses forecast for the year of £0.5k. Part of the remaining unallocated balance should be carried forward into 2016/17 for cash flow, upfront firework display expenses, and to cover the regularly funded items in the Autumn 2016 term.

4. Future Events

- Spring Term. The possibility of having an external speaker to come to a future OPSA meeting was discussed. **Helen to ask two possible contacts if they would be willing to speak at the next meeting on 7th March.**
- Summer Term. Comedy Night - Roger has spoken to Lucy Timms who is willing to find acts for another Comedy Night. **Roger to agree suitable date with Lucy Timms and the school.**
- Summer term. St Margaret's Fair - Becky Ellison and her husband Mike Ainger have run the Pimms Stall, supported by lots of parent volunteers, at this very enjoyable event for several years but this will be their final one. Becky would like to find someone (or two) to join her as organisers this year with a view to taking over from her for 2017. **Parents interested please contact Kathryn at elliott.kathryn@gmail.com**
- Autumn Term 2016 – Fireworks Night. Helen said that planning for this event will need to start during the Summer Term. She is putting a manual together and including the feedback she received from last year's volunteers.

6. Communications Update

Peter Richardson, Senior IT Technician in the school has created an OPSA Facebook page. **Roger and Helen to meet with Peter to set up editorial rights before it goes live – date tbc**

Veronika Toth is kindly considering role of OPSA Website Manager. **Roger to pass job description from Henry Clark to Veronika for her consideration.**

7. AOB

Julian Bell has offered to run a short course of evening classes in Creative Writing for parents. There are still a few places available. **Roger to ask Julian and the school whether OPSA could advertise the class to other adults in the area (i.e. not just Orleans Park parents).**

OPSA had a champagne and strawberries stall at the Crown Road Fair last June. Meeting discussed whether to have a stall again this summer or at the Christmas Fair in December. **Helen to discuss with Emma Davies.**

Meeting ended at 7:35 pm. Next OPSA meeting is on Monday 7 March 2016 at 7:00pm in the School Library