

OPSA

Minutes of the OPSA Meeting held on Monday 21 September 2015 at 7.00 pm in the School Library

Present: Roger Cox (Co-chair), Helen Henderson (Co-chair), Jocelyn Sheppy (Treasurer), Kathryn Elliott (Secretary), Elaine Ball (Headteacher), Emma Davies (Assistant Headteacher), Grainne O’Kelly, Claire Novakovic, Beverley Henebery, Romany Wood-Robinson, Julian Bell, Jean Bell, Becky Ellison, Jilleen Nadolny

Apologies: Lisa Fellowes, Lynne Bryant

1 Welcome

Roger Cox welcomed everyone to the Meeting, especially the parents of new pupils, and introduced the committee and members of staff.

2 Minutes of last meeting

The minutes of the EGM meeting held on 13 July 2015 were agreed to be a correct record.

3 Progress on action points from previous meetings

- Working party to review School Fund donor recruitment – **Ongoing. Discussed at item 11.**
- “My St Margaret’s” magazine would welcome an article from the school (through English Dept. or Press Club). Magazine requested article in spring but deadline given was too short due to Easter holiday – **Ongoing. Will contact us, with more notice, if they want an article later in year.**
- Use of Easyfunding.org.uk - **Ongoing. Discussed at item 6.**
- St Margaret’s Fair – OPSA have had a very successful Pimms stall at the fair for many years. **The Fair Committee is keen to have new volunteers and anyone interested should contact Kathryn at kathrynjelliott@yahoo.co.uk**

4 Treasurer’s Report

Jocelyn Sheppy gave a short summary. Last academic year, OPSA’s fundraising activities raised a net income of £20k. £19k was spent on items for the school including: electronic keyboard for the Attenborough hall, new display boards, boot wipers for the PE Department, annual laser cutter rental, vouchers for prize giving, support for music clubs and a contribution to the Y11 School Prom.

Donations to the School Fund totalled £18k including gift aid. £14k was spent on library books, course textbooks and room refurbishment costs providing additional IT facilities.

Copies of the July management accounts are available and will be distributed with the minutes.

Jocelyn notified the meeting that charities are now required to review their financial controls annually. This was done in July, the main financial control being that two signatories are required for payments. With the appointment of the new Chairs in July, the bank mandates have been updated to add Roger Cox and Helen Henderson as signatories. To allow this mandate to be used the following resolution was passed by the meeting: *“the members and trustees resolve that the mandate(s) given to Barclays Bank PLC (the Bank) and CAF (Charities Aid Foundation) Bank Limited are amended to add Roger Cox and Helen Henderson to act as an authorised persons’*

The meeting also approved the following “wish list” items of expenditure for the school: £350 for language dictionaries, an increased contribution to team travel costs for away sports fixtures from £500 to

£1,500 per annum, the annual subscription charge for online access for pupils to the school library of £1,500.

5. Communications

The OPSA Committee would like to thank Henry Clark for managing the OPSA Website for several years. Henry now wishes to step down from this role. The committee would like to formulate a wider communications strategy for OPSA, which takes into account the role of the website, the OPSA column in the School Newsletter, and social media such as Twitter and Facebook. Romany Wood-Robinson and Jean Bell both offered to contribute ideas.

Roger to contact Romany and Jean to discuss this with them. Parents interested in the role of website manager or with other skills or ideas to contribute please contact Roger at roger.cox@grosvenor.com

6. Easyfunding

Easyfunding.org.uk 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. It is very easy to use and does not cost the purchaser anything extra. This is now set up and needs promoting to parents. **Helen agreed to provide an announcement for this week's School Newsletter.**

7. Rugby Parking

Match day parking on the school premises raises a significant amount of money every year. It is also a good opportunity to meet other parents and does not require a big time commitment. Becky Lunn and Graham Goffey organise this and need more volunteers, especially over the next few weeks.

Parents interested in helping please contact Becky and Graham at marblehill@clara.co.uk

Roger has looked into feasibility of using Eventbrite (online ticketing) to book parking spaces online.

Roger to discuss with Graham and Becky after the World Cup.

8. Fireworks on 8th November 2015, 4:30-7pm

Helen updated the meeting on plans for this event. Parents and pupils will be informed when tickets are going on sale nearer the time. **Lots of volunteers will be needed for the event to be marshals and to sell food and drink at stalls. Please contact Helen at helen_f_hendersn@hotmail.com.**

Becky Ellison told the meeting that the gazebos, owned by OPSA, were in a very poor state at the St Margaret's Fair and need replacing with sturdier ones

9. Volunteers

Roger emphasised that parent volunteers are key to the success of OPSA events. Whilst many parents offer to help at specific events, often these offers are made very close to the actual date of the event and he is looking at ways to recruit more help in advance through, e.g. building up a volunteer database, engaging sixth formers, using a Facebook page.

10. Second-hand uniform sales

Grainne O'Kelly told the meeting that during this year she will hold sales of both second hand uniform and the remaining stock of new "old-style" uniform (at £3 per item). The sales will be announced in the OPSA column; generally they will be at OPSA meetings and Parents Meetings. Grainne and Claire Novakovic held a uniform sale before and after this meeting

Elaine Ball said that the remaining stock of new "old-style" uniform will also be available to buy through the School Reception at specific times. Parents will be informed of this through the School Newsletter.

11. School Fund

Parents can contribute to the School Fund through regular or one-off donations of money for the school to use on additional resources. This has been traditionally administered by OPSA since it has charity status but it is kept separate in OPSA's accounts from the money OPSA fundraises. Expenditure from the School Fund is decided by the Headteacher. A small working group was set up and met last year to

review parent donor recruitment. Helen to contact Jilleen Nadolny (after the Firework Event), who was in this working group, to discuss next steps.

12. AOB

A question was asked about the objectives of OPSA. The OPSA Constitution states they are:

“Developing effective relationships between the staff, parents and others associated with the school; and engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils”

In response to a query about how new parents can contact each other Emma Davies said that contact lists of Year 7 parents (who opted-in for this at the new parents evening in July) will be issued soon.

The committee are always keen to receive new ideas for future fundraising events. Parents with fundraising ideas should please contact Kathryn at kathrynjelliott@yahoo.co.uk

Elaine Ball reminded the meeting that parents can contact her, form and subject teachers on educational matters or with queries relating to their own children using the contact emails provided on the school's website.

Meeting ended at 8:10 pm.

Next OPSA meeting is on Monday 16 November 2015 at 7:00pm in the School Library