

Minutes of the PA Meeting 19 April 2023

Present

Jean Pine (JP), Katie Stitson (KS), Lucy Alderton (LA), Hardip Powar (HP), Katie Travis (KT), Rachel Miller (RM), Kanchan Bhan (KB)

Apologies

Beth Street (BS), Samm Thompson (ST)

Last Meeting Minutes

Proposed – Jean Pine

Seconded – Katie Stitson

Bid proposals

Aerobics Suite – Rachel Miller

RM presented a proposal to convert the current dance studio into a new all-purpose aerobics suite. This would use the previously ringfenced £15k that had been agreed with Mr. Rogers for new spin bikes.

The new suite would include new equipment including watt bikes, cross trainers and ergos providing a more cardio based room for students to use which would complement the existing weights room used for the athletic development programme.

The committee agreed that the bid was well thought through, well presented and could be a good opportunity. However, there was some concern about committing to a significant project before the new Director of Sport starts in September 2023. There was also a question around whether some slightly cheaper equipment could be considered as well as making space for a specific cardio area.

It was therefore agreed that a final decision on this project should be deferred until the new director of sport joins in the new academic year.

Action – KS to email RM with an update on the bid

Action – JP to check PA constitution to confirm how much money we can give for one project and that we would need to make clear in the bid going forward that BGS would need to take on the responsibility of the servicing costs of any new equipment.

Sports Ball – Rachel Miller

RM explained that following on from the success of last year's ceilidh for the Year 11-13 sports awards evening, this year the sports department are planning on holding a ball potentially at Bradford City Football Club.

They were hoping that the PA would consider funding an element of the ball.

Suggestions included a photo booth, BGS illuminated initials or decorative balloons. At the meeting no costing for any of the above ideas were available.

The PA felt it was difficult to decide given the lack of costings and were mindful that PA money is usually used to fund equipment or trips that enhance the overall educational benefit of the school. Perhaps therefore a sponsored award at the event might be a better idea like those which are given out at speech day

Action – JP to ask RM to come back with a suite of options and associated costs so that the PA had more of an idea of what each individual idea would cost.

BBQ – Dan Scarborough

The Rugby PA have asked if the PA would consider buying a new BBQ to replace the existing one which is no longer usable.

PA agreed that they would buy a new BBQ, but that it would remain the property of the PA and could be borrowed and used by all sections of the school throughout the year.

Action – JP to email the estates team and other relevant parties to get quotes and prices, and confirm where the new BBQ could be kept ensuring it remained safe and in good condition

6th Form Chairs – Sarah Flaherty

Head of 6th Form Sarah Flaherty has put forward a bid for purchase some additional chairs and foot stools for the new 6th form centre. The bid was for approximately £5k with each chair costing £500.

The committee felt this sounded like a very expensive chair! Questions were asked as to whether cheaper alternative options could be sourced or whether there were any other potential options? Again, it was questioned whether PA money should be used for capital expenditure projects?

Action – JP to reply to Sarah Flaherty with an update.

Coffee Mornings

These will continue with the summer term confirmed to take place in the school library with Mr. Hanson in attendance to talk about English at BGS, after half term.

Action - KS to confirm the date that this will happen.

KB asked if at the next committee meeting a review of this year's coffee mornings could be presented? It was agreed this was a good idea and would be on the next meeting agenda.

Bank Mandate

This has now been completed. The following actions are now required:

Action - KT to arrange a handover meeting with Edel Christie

Action – JP to send KT a list of outstanding monies that still need to be paid out

Action – KT to set up online banking access

Garden Party

Staging – KB confirmed no staging at BGS available as they don't have their own equipment. Also, anything we use on the governors' lawn needs to be covered and weather proof.

Quote from Stage Management was £2.5k and included the PA system.

LA confirmed that all rooms booked, and bouncy castle booked with set up from 9am

Action – KB to look at other options (e.g., flat matting) If that is not possible, then it was agreed the band will have to go on the school concourse outside the main entrance.

Action – KB to check cancellation policy on staging and PA equipment quotes

Action – JP to put together letter to go out to whole school with more details and sponsorship call out

Action - KS to arrange next Zoom meeting for 3rd May at 7pm.

Action – HP to confirm with Clock House their participation in the baking and art event and to ask Mr. Ribeiro to be the Clock House judge.

Action – JP to develop Garden Party artwork to share across social media and year group WhatsApp groups

Action – JP to chase heads of years to confirm list of judges

School Calendar on bradfordgrammar.com

It was noted that the PA is a category on the school calendar, but that at present no PA event dates are currently listed.

KS confirmed that the new marketing contact is Sarah Lockett.

Action - KS to ask Karen Hewitt how the PA meetings and events can be uploaded to the calendar as well as updating the PA web page on the school website.

Action – KS to ensure the FOCH events are also added to the PA section of the website

These actions were carried forward to the next committee meeting

Date of Next Meeting – TBA