



## S.O.C.A. Minutes Date 22<sup>nd</sup> Sept 2016 Time 7pm

Item No.	Item	Action
1.	Introductions/ in attendance	11 members in attendance
2.	Apologies	RB & JT.
3.	Minutes of last meeting	Accepted as a true and accurate record. <b>Agreed</b> JP, <b>Seconded</b> JA.
4.	Matters arising	<p>AD. Raised issue of money from previous PTA. SK. has been looking into this. <b>Action</b> - Finance to check if registered with Charities Commission, JP to contact previous member Mrs B. AD. will follow it up.</p> <p>AD. suggested a share point page for SOCA members to allow easier communication. <b>Action</b> - AD to set up and send out links.</p> <p>AD. Presented a new logo for SOCA to use. <b>Action</b> - To be added to social media pages and future correspondence.</p>
5.	Treasurers report	<p>JP presented a print out of the treasurer report. Still £100 in school to be added to the account. <b>Action</b> - JP to deposit extra money.</p>
6.	Fundraising	
	Weather Lottery	<p>Currently 10 members. To send out leaflets to each student with more details to encourage members. Request for banners to be added to academy website and to be advertised on e-bulletin.</p> <p><b>Action</b> - AD to brief staff with info in Monday's staff meeting.</p>
	Easyfundraising	Currently raised £100.69. Request for banners to go on website and advertised on E-bulletin

		<p>During evening events suggested to have computers available to help parents sign up on the premises.</p> <p><b>Action</b> - AD to brief staff with info in Monday's staff meeting.</p>
	Parent Pay	<p>Request to add a donate now button to add funds to SOCA.</p> <p>Was suggested a Just giving page may be more suitable.</p> <p>AR. Raised Parent Pay issue with year 11 leavers, where does the left over money go and could it be added to SOCA funds?</p> <p><b>Action</b> - SK to speak to finance office to find out more.</p>
7.	Events	
	Year 7 Information Night	<p>Request for Volunteers</p> <p><b>Action</b> - 4 volunteers to come along.</p>
	Film Night	<p>Suggested to organise a film night for year 7 students, sell refreshments.</p> <p>Issues with licensing, staffing and cleaning meant it wouldn't be appropriate at this time.</p> <p><b>Action</b> - JA and AD to discuss further.</p>
	New Parents Quiz Night	<p>Suggested to host a quiz night for new parents perhaps the same evening as film night.</p> <p>Was agreed not enough notice for this half term but a good idea for the future.</p> <p><b>Action</b> - AR to look into finding quiz for a class parents v's each other quiz.</p>
	Christmas Event	<p>Suggested to hold a Christmas event the same evening as performance (7<sup>th</sup> Dec). After school a student focused event in the canteen then an adult focused event in the drama and food tech</p>

		<p>rooms in the evening. Students to design Christmas cards to sell - too late now.  Hire out tables to sellers for a charge of £15  Hold a photo booth, refreshments etc.  <b>Action</b> - SK to advertise on FB and Twitter, Soca also to advertise.  JA. to request a temporary drinks licence.</p>
8.	Future Events	<p>Hoping to hold a Barn Dance off school premises in the Spring term and a race night in the summer term.  <b>Action</b> - To research venues etc and discuss at next meeting.</p>
9.	Sub Committee	<p>Need a group of members to help with grants and funding. LS in finance is happy to help with this.  <b>Action</b> - To advertise for position, request on leaflet.</p>
10.	Calendar	<p>Suggested a calendar is required for members and volunteers to see what is coming up.  <b>Action</b> - To be added to share point.</p>
11.	Date of Next Meeting	<p>To be held on Thursday 3<sup>rd</sup> Nov 2016 at 7pm.</p>