

SOCA MEETING 28TH SEPTEMBER 2022 6pm – 7.30pm

MINUTES

ATTENDING ; Claire (Ackers), Claire (Ahmed), Jayne, Joss, Paul, Suzanne, Debs, Katrina, Anne, Hazel,

APOLOGIES ; Richard, Helen, Mandi, Joanne

MATTERS ARISING/MINUTES OF LAST MEETING

- Philipa Dixon has left the committee as her daughter is no longer at school but she can be contacted if help is required at further production events (Joss is in contact with her)
- Vicki Clifton has also stepped down for the same reason so we need to appoint a new volunteer to take over the grant application role (Paul also mentioned that school are keen to appoint someone to be able to apply for school grants too so this could be a collaboration (to be discussed further when new bodies are appointed)

ACTION : Claire to contact Vicki to ask if she will be able to apply for the Borough of Pudsey Charity Grant (due 1st November) and Mission Christmas (due between 14th Nov and 23rd Dec) while we appoint a new volunteer.

- We discussed the best way to keep in touch as a group moving forward and how we can reach more parents.

ACTION : Paul to set up a SOCA teams group and he will look into how to tap into ARBOR on behalf of SOCA.

ACTION: Hazel and Claire to set up Mail Chimp and then liaise with Paul on how to sign parents up.

- Please can the SOCA WhatsApp group be only used for SOCA related discussions. Thank you.

TREASURERS REPORT

- Jayne reported that SOCA has raised approx. £23k to date and we currently have a bank balance of approx. £2800.
- A new bank account application has been submitted

ACTION: When the new account has been confirmed Claire will transfer the bank details for Easyfundraising, Suzanne will transfer Amazon Smile, Claire/ Richard will transfer the direct debit for the annual Parentkind membership (due out Early October) and Jayne will transfer the balance across from the existing account (this will be kept open for a few months in case anything is left to come through). Jayne will also bring the treasurer records she has into school for storage as this needs to be kept for 5 years.

- It was agreed to close down the weather lottery as the amount raised is not worth the ongoing admin and we do not want to bombard parents with too many fundraising initiatives.

ACTION: Joss to contact the Weather Lottery and arrange closure/ contact current members and when closed to contact school to remove the link from the school SOCA webpage.

UPCOMING EVENTS

SCHOOL CALENDAR;

- Crawshaw's Got Talent – WED 19TH October (SOCA to arrange Tuck Shop)

ACTION : Claire to ask for volunteers on the Whatsapp group nearer the time

- Halloween Disco – Date TBC – We usually lend the 6th Form Business students £250 for set up costs and in the past they have used the profit as they deemed fit (decorating 6th form area/ end of term trips). It was agreed that they should in future put a Business proposal to us and the proceeds should then be used to benefit the whole school community

No action was agreed at the meeting or assigned to anyone for this years event

- Information evenings Year 7 is set for 17th October and Year 8 TBC

No action was agreed at the meeting but we usually do the refreshments / have a presence at these events to promote SOCA to parents so this could be added the Whatsapp group nearer the time.

- Christmas concert – Monday 12th December. Its was agreed that we supply the usual refreshments of mulled wine and mince pies.

ACTION: Suzanne to apply for bar licence and exact arrangements can be discussed at the next meeting.

- Annual awards event – Pudsey Parish Church 22nd June 2023 – we usually supply refreshments / raffle

ACTION: Details to be discussed nearer the time.

- There was nothing booked in the school calendar as yet for a serious drama production in February/ the festival of voice or the annual arts exhibition (to display GSCE/ A level work) and so as and when these are arranged SOCA can request/ discuss further involvement.

SOCA EVENTS/CALENDAR/FUTURE INVOLVEMENT;

- Pudsey Carnival – Saturday 20th May 2023. We agreed as a committee it would be a great idea for us to have a presence at this next year. It would be lovely to have an actual float in the parade but it may be too late to start the arrangements for a 'lorry' float so we may just need to have a walking float. Also it would be a good idea to have a stall to advertise the school/ SOCA too- this would be to give out branded merchandise however Paul mentioned the issue of cost for this. So we discussed that either SOCA could possibly fund some of it or the money raised from the Halloween disco could be used.

ACTION: Paul to discuss with the business students and application to register to be discussed at the next meeting – No action agreed at the meeting for the application process

- Claire and Richard have been discussing it would be lovely to have some quick wins to advertise SOCA / promote in the press. One possible option could be to develop a partnership with the Pudsey Community Project as they are keen to become involved with

local schools. We have previously donated uniform to them and there could be the opportunity for pupils to get involved.

ACTION: HAZEL AND SUZANNE TO DISCUSS – (SUZANNE AND A STAFF MEMBER FROM SCHOOL HAVE ALSO PREVIOUSLY CONTACTED PUDSEY COMMUNITY PROJECT TOO SO WE COULD BUILD ON THIS CONNECTION)

- We discussed in general that moving forward we want to focus more on fundraising and not take on events that involve a lot of planning and work (i.e. the Christmas old folks luncheon). The easyfundraising / amazon smile will be much easier to promote now that we have a social media secretary in place and we will be able to reach a much wider audience.

ACTION; Hazel has set up social media – see below

- Pudsey lights switch on Sunday 4th December. It was agreed that holding a stall would be too much organising so we discussed the potential to raise funds by offering the Crawshaw site as a car park and for us to hold a Christmas refreshments stand at the top of the drive. Paul advised that school is open already on that day so this should not be an issue.

ACTION; Anne will ask the committee who organise the event if this would be possible

REPORT FROM SOCIAL SECRETARY

- Hazel has set up the following social media accounts (with herself and Claire as admin);

INSTAGRAM SOCA_CRAWSHAW

FACEBOOK SOCACRAWSHAW

ACTION; HAZEL/ COMMITTEE TO START TO SPREAD THE WORD/ GET PEOPLE SIGNED UP

AOB

- Risk assessments for any future events will be completed by the sub-committees set up to organise individual events
- Dates for future meetings; **WED 23RD NOVEMBER, WED 18TH JANUARY, WED 15TH MARCH – ALL IN SCHOOL 6pm to 7.30pm**