



## MINUTES OF ORDINARY MEETING ON MONDAY 5<sup>th</sup> SEPTEMBER 2016

### Present

Jacqui East, Joint Chairperson  
Sue Charters, Honorary Treasurer  
Emma Knight, Honorary Secretary  
Sharon Boxer  
Lisa Edmunds  
Minnie Gloor  
Sharon Jarrett, Headteacher  
Julie Lisle  
David Rafferty  
Sue Teden, PA to Headteacher  
Becky Witts

### Apologies

Rachel Tole

### 1. **Welcome and Apologies**

Jacqui welcomed everyone to the meeting and apologies were received. Emma advised that Kathryn Osborn has stepped down due to work commitments leaving a vacancy again for 'Publicity Officer'. The Committee acknowledged her invaluable contribution over the last year. Minnie volunteered to produce promotional materials for fundraising events until further notice. Emma volunteered to produce the newsletter for the immediate future until a replacement is found.

Emma announced the resignation of Louisa Tame whose son is no longer in the school. She read out a message from Louisa wishing the team and school good fortune. A date will be arranged to meet up with Louisa socially to say a proper thank you.

Emma thanked Lisa for taking over the role of 'Membership Officer' from her, coordinating class reps and member communications.

### 2. **Matters arising from the minutes of 6<sup>th</sup> June 2016**

2.1 Sue C confirmed that the portaloos company had waived costs (£180) for hire of the portaloos following cancellation of the barn dance, news which was well received.

2.2 The social for new Y7 parents and guardians is scheduled for Weds 14<sup>th</sup> September following the curriculum evening.

### ACTION

MG  
EK

JE/ALL

Attendance numbers will be reviewed on Fri 9<sup>th</sup> and a decision will be made in consultation with Jacqui as to whether to provide food, or serve drinks and snacks only. Jacqui volunteered to shop for food and to cook a chilli if necessary. Sue C to liaise with Sían Jacklin re ASA attendance, timing and arrangements and to notify Jacqui of final numbers.

**ACTION**  
JE/SC/EK

2.3 Sue C will follow up the purchase of lanyards through school.

SC

SC

2.4 Sue T confirmed that all dates supplied for the fundraising calendar had been cleared in the school diary. It was agreed to ring fence 17<sup>th</sup> June pending a future decision re any event.

2.5 Emma had held off progressing the initiatives fundraising bags pending a discussion re the Christmas Fayre at this meeting.

Jacqui signed the minutes as a true record of the meeting.

### 3. Treasurer's Report (S Charters)

Profit for the year to 31<sup>st</sup> August 2016 stands at £9,316.82, an increase of £1,340.18 on the previous year. Sue C talked through the income and expenditure figures, highlighting the £12,879.66 made in donations to the school and individual students during the year. Whilst the income/expenditure figures show a deficit of -£4,196.15, this is off-set by £16,156.25 total assets in the bank. Sue will pass the accounts to the accountant to ratify for next month's AGM.

SC

**3.1 AGM** Sue reminded everyone of the AGM on Monday 3<sup>rd</sup> October, from 7.30pm. She and Emma will prepare the meeting notice and election nomination forms for distribution to all parents via Parentmail.

SC/EK

**3.2 Shopping Voucher Scheme** Sue circulated copies of the Joining Pack and gave a comprehensive explanation of the background to the scheme and how it will work. She encouraged colleagues to support it. All present thanked Sue for her efforts and shared her ambition of growing it to a significant income stream over time. Sue to provide PDFs of the Joining Pack to Minnie for the website. Sue and Emma will be working together to deliver the scheme and promote it at every opportunity to the school community.

SC

SC/EK

**3.3 Funding Applications** Sue will draw up a timetable and finalise forms for funding applications requesting smaller donations, and promote to staff. Applications will be made direct to the ASA, with input from Sharon J during the relevant review meeting. These additional funding opportunities will likely be welcomed by staff in the light of a significant – and unexpected - reduction in state funding for the school this year.

SC

Lisa will report back at the next meeting re charitable funding opportunities that she has heard of through her local primary school.

LE

Sue C will contact David Smith, Site Services, to identify what, if any, progress has been made on costing/timeframe for the students' 'outside seating' area and report back at the next meeting.

SC

**ACTION**

**4. Fundraising Events – Autumn Term**

Sharon B briefly reported back on July's well-attended and successful disco for Years 6/7 students. The Committee agreed the modest increase in Jack Elderfield's fees for the coming year. The Committee discussed changing the start/finish times to 7-10pm and following debate it was agreed to review this option later in the year, with input from the student council (via school staff).

ALL

Jacqui and Lisa volunteered to coordinate the Fashion Show, scheduled for 19<sup>th</sup> October. Sharon J will coordinate staff models and presentation. Jacqui will contact the events company used previously to discuss availability and format for the evening. Entry was agreed at £5 adults, £3 students/young people. Minnie will design a poster and flyer – Lisa to supply her with the relevant event details. Jacqui and Lisa to meet in the week to start planning.

JE/LE  
SJ  
JE

MG/LE

JE/LE

Emma expressed concern over the team's ambitious fundraising calendar vs dwindling volunteer numbers. She and Sue confirmed their intention to step back from direct involvement in coordinating events over and above the car boot sales, new shopping voucher scheme and the responsibilities of their honorary positions. There was a lengthy discussion about how to move forward under the circumstances. Whilst most were optimistic of new volunteers coming onto the Committee over time, all agreed that they must balance ambition with realism whilst looking to encourage volunteer recruitment and support.

It was agreed that planning for the Christmas Fayre, scheduled for 25<sup>th</sup> November, could not be delayed until the late October meeting due to the nature of the event. The Committee discussed ways in which the running and planning of the event might be assisted by cross-school, especially student, input and support – Sue T will liaise with Jacqui about meeting with the school council for their input. It was proposed that up to 30 tables (charged at £10-£15) would be required to make the event viable. Entry would be charged on the door. There would be a raffle and refreshments. Ideas for 'pamper' stalls/treatments were also discussed.

ST/JE

Discussion about resources/volunteers continued at length after the formal meeting. It concluded with a vote by those present to cancel the Christmas Fayre, and to review fundraising events scheduled between January-July 2017 on an on-going basis at forthcoming meetings subject to what is manageable. Jacqui will notify Sharon J/Sue T when she is in touch with them about the Fashion Show.

JE

**5. Publicity- Website/Newsletter**

**5.1 Website** Minnie will analyse visitor traffic and report back at the October meeting. Emma will forward Year 6/7 disco photos for the site.

MG  
EK

**5.2 Newsletter** Emma will aim to produce an ASA News within the next couple of weeks. This will feature a vacancy notice for publicity volunteer/s.

EK

**6. Date of Next Ordinary Meeting**

This was confirmed as Monday 31<sup>st</sup> October, 8pm. Emma will contact David Smith, Site Services, to request an alternative room (and also for the AGM) due to the level of noise coming from a fitness class taking place in the hall at the same time.

**ACTION**

EK

**7. Any Other Business**

7.1 David asked if the ASA is serving refreshments at the school's forthcoming Open Evening. It was agreed that this was not necessary. Sharon J said the ASA could have a static display if desired, subject to a volunteer setting it up. No-one came forward at the meeting.

7.2 The committee agreed the cost of renewing the annual film license, which Sue C will follow up.

SC

7.3 Lisa to liaise with the school office for returned registration forms from new Y7 intake.

LE