



MINUTES OF ORDINARY MEETING ON MONDAY 9TH JANUARY 2017

Present

Jacqui East, Chairperson
Sue Charters, Honorary Treasurer
Emma Knight, Honorary Secretary
Lisa Edmunds, ASA Committee
Julie Lisle, ASA Committee
David Rafferty, ASA Committee
Becky Witts, ASA Committee

Apologies

Sharon Boxer, ASA Committee
Minnie Gloor, ASA member (Website coordinator)
Sharon Jarrett, Headteacher
Kalpana Patel (parent, 7KMA)
Amanda Pitt (parent, 7KRU)
Leda Reynolds (parent, 7REB)
Sue Teden, PA to Headteacher

1. **Welcome and Apologies**

Jacqui welcomed everyone to the meeting and apologies were given as above.

2. **Matters arising from the minutes of 31st October 2016**

- 2.1 Funding application form and protocols is on Sue's 'to do' list.
6.3 Emma has confirmed Jack Elderfield's provisional availability for a Year 9 disco (Fri 24 Feb) but he can only run it between 7-9pm. In the absence of SJ, SB and ST it was not possible to discuss this at the meeting. EK to email ST (cc SB).

All other matters are in hand or will be covered elsewhere on the agenda.

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

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

Sue read out a letter from the auditor thanking the Committee for his vouchers. He also confirmed his willingness to audit this year's accounts. At 80+ years his commitment is much appreciated.

ACTION

EK

The Balance Sheet as at 31st December 2016 stands at £19,154.68 of which £830.00 is held in Shopping Vouchers.

Overall profit for the three car boot sales to date (Oct, Nov, Dec) is £2,146.49 with two events remaining (Feb, Mar).

Final profit for the Year 7 Parents' Social Evening in September came in at £61.21, which all agreed was a decent figure given the nature of the event, and small number attending (44 parents).

Commission for the Fashion Show has now been received and is reflected in the final profit figure of £434.50.

Profit generated by Easyfundraising for the quarter 1 July to 30 September 2016 stands at £154.09 – the most raised to date in any one quarter. This does not reflect the significantly higher figure that is shown in the Easyfundraising online account but there is generally a lengthy delay between notification of donations and their actual receipt. Sue explained that the system does not give the full names of those enrolled on the scheme, which makes it hard to thank individuals direct. (For now general acknowledgements can go in the ASA Newsletter updates or other relevant ASA communications.)

The Committee wished to record its thanks for the support of parent Christine Child who has set up a monthly standing order direct to the ASA because she is not usually able to attend fundraising events. Sue thanked Ms Child on behalf of the Committee at the time the donation was set up.

Shopping Vouchers have raised £252.05 profit in the first 3 months of business. The scheme is proving time-consuming but Sue and Emma hope to be able to find time to plan on-going promotions to help increase the number of parents involved. Sue has followed up with three parents who expressed an initial interest in the scheme, but none have enrolled to date.

Notification from the Round Table about funds raised through Santa's Sleigh collection is usually around the end of January.

Payment of the minibus annual lease is now due – Sue has this in hand.

4. Fundraising Events

4.1 Indoor Car Boot Sales, Nov & Dec (E Knight)

The November and December sales made a profit of £812.43 (takings @ £996.10) and £736.10 (takings @£882.48) respectively. The lower figure in December reflected the allocation of five free tables to the school's business students and three no-shows (£80). December's entrance money was down on November (£201.93 against £246) possibly coinciding with an especially busy weekend locally for Christmas fayres and events, coupled with the Bucks Free Press advert not appearing (despite being paid for- a free insertion has been confirmed pre-February sale). Emma reminded the

ACTION

SC

Committee that the December event is often over-subscribed with sellers, but historically seems less well attended by buyers.

Team members observed that on-site parking was especially congested in December with the turning circle also full. The new sports hall has had an impact on visitor parking, and there is no signage to indicate overflow parking (on the tennis courts at the rear).

Both the 5 February and 5 March events are fully booked. Robsons signs will go up a fortnight prior to each. Set up will be the Saturday afternoon from 2.30pm - car boot team members are asked to help. Emma will ask David Smith to put the banners back up after VI Form open evening on 18th January.

4.2 Student Movie Night, 11th November

Everyone involved on the night agreed that no further movie nights should be offered by the ASA because of the disruptive and disrespectful behaviour of many students in attendance. The Committee backed their decision. Forty-four students attended, mostly across years 7 and 8. Sue will cancel the film licence.

4.3 Round Table Santa Float, 12th December

There was a healthy turn-out on the night of parents and students following Emma's appeal for volunteers. Sue reported that coordination on the night by the Round Table team leader was more confused than previous years, so collecting was often muddled. Nevertheless, the Committee remained extremely grateful to the Round Table for this annual fundraising opportunity.

4.4 Year 7 & 8 Disco, 20th January

Event organiser, Sharon Boxer, had provided a written report in her absence showed planning is in hand. She and Geri need volunteers (inc Julie L and Phillipa Klean) to confirm their availability. Lisa Arnold (Year 8 parent) has kindly volunteered to help set up. Lisa E to liaise with Sharon re wording for a volunteer appeal via the ASA database and class reps.

Sharon B to email Sue Teden requesting names of staff members who will attend.

4.5 Bingo Night, 27th January

This will be a non-ticketed event to help reduce workload on the team. Entry on the night will be £5 which will include 8 games of bingo with cash and other prizes on offer.

Sharon Jarrett has pneumonia currently so the team should give some thought to an alternative caller if needed.

Emma has tweaked last year's poster and forwarded it to Minnie for the website, and Georgina Hinsliff for Parentmail and Student Newsletter insertions between now and the event.

ACTION

EK/SC/LE/JL

EK

SC

LE/SB

SB/ST

ALL

Sue will purchase 200 books. (There are enough dabber pens in stock from last year.)

ACTION

Lisa will purchase game prizes (chocolates) and she and Jacqui will stock the bar with drink and snacks. Sue to forward Bar Stock spreadsheet and details of last year's prizes to Lisa, and buy bar licence.

LE/JE

SC

All the team will help on the night. Set up from 6.30pm (doors open 7.30pm for eyes down at 8pm). Jacqui and Sue will be on the entrance and selling dabbers and extra books. Others will help run the bar.

ALL

4.6 Year 9 Disco, 24th February (provisional)

Emma will email Sue Teden to identify whether this has been agreed yet with the school council, and to confirm with her Jack Elderfield's provisional availability and timings.

EK

4.7 Race Night, 17th March

It was agreed that the whole Committee would need to be involved in organising and supporting this event to make it a success – a target fundraising profit of £2,000 was proposed.

Sue confirmed that Alan Rose, Business Manager, will run the event on the night and buy any equipment needed. She talked everyone through Alan's briefing notes from previous race nights that he has organised elsewhere.

This will be a ticketed event priced at £9 per person to include food, which Jacqui volunteered to oversee (jacket potatoes and a meat/veggie chilli). She will need a volunteer to prepare the veggie option. A target of 120 guests would make it viable. Committee members were encouraged to start thinking about hosting tables.

JE

ALL

Major funds can be raised via sponsorship by local businesses of individual races (@ £100 per race), and through pre-selling horses to parents (£5 per horse). There was a lengthy discussion about potential local sponsors. Sue will ask Alan if he envisages approaching race sponsors himself. If not, Emma volunteered.

SC

EK

Emma will ask Minnie to start work on a poster/flyer and ticket.

EK

It was felt that tickets should be promoted in earnest to the parent body following the Bingo Night, but that it would help to start approaching sponsors as far in advance as possible.

5. Publicity – Website/Newsletter/Social Media

Emma will send the minutes to Minnie so she can refer to them to update the website. Emma has already sent her the Bingo Night flyer and Sharon B has sent her the year 7 & 8 disco poster to go online.

EK/MG

Emma is compiling the Jan/Feb 2017 Newsletter which she hopes to get out by the end of this week/early next week.

ACTION
EK

Leda Reynolds, who could not attend the meeting, had responded to Emma's recent appeal for publicity volunteers and is keen to help the ASA develop its social media profile, ie Twitter. (In the past Sharon B has also expressed an interest in developing this area, but was not at the meeting either to take this discussion forward.)

Emma will send copies of the minutes to Leda and invite her ideas on how to promote some of this term's forthcoming fundraising events. It is hoped that Leda might be able to attend the next scheduled meeting on 20th February.

EK

6. Date of Next Ordinary Meeting

This will be on Monday 20th February 2017, 8pm in the Learning Resource Centre.

ALL

7. Any Other Business

Sue had been approached by Jo Franks with details of a Christmas raffle organised by DCGS PTA (similar in nature and prize value to the stand-alone Spring Draw run by DCHS PTA). The Committee has previously discussed the possibility of organising a raffle with (more modest and fewer) cash prizes. It was agreed to bring forward the idea at a later date as part of 2017/18 planning. Sue will feedback to Jo Franks.

SC