



## MINUTES OF ORDINARY MEETING ON MONDAY 20<sup>TH</sup> FEBRUARY 2017

### Present

Jacqui East, Chairperson  
Sue Charters, Honorary Treasurer  
Emma Knight, Honorary Secretary  
Sharon Boxer, ASA Committee  
Lisa Edmunds, ASA Committee  
Minnie Gloor, ASA member (Website coordinator)  
Sharon Jarrett, Headteacher  
Julie Lisle, ASA Committee  
David Rafferty, ASA Committee  
Sue Teden, PA to Headteacher

### Apologies

Becky Witts, ASA Committee

### ACTION

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

JE welcomed everyone to the meeting. Apologies were received.

#### 2. **Matters Arising from the Minutes of 9<sup>th</sup> January 2017**

- 2.1 SC completed and circulated funding application form to staff.
- 2.2 SJ and staff will organise a Year 9 disco if relevant.
- 2.3 SC paid the minibus annual lease of £3,540 in January.
- 2.4 SC has cancelled the film licence.

SJ/STAFF

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

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

The Balance Sheet as at 14<sup>th</sup> February stands at £18,070.25, with total profit raised since September reaching £6,226.48. Recent admin/ad-hoc expenses include PTA UK annual subs and on-going website fees of £8.39pcm.

Overall profit for the four car boot sales to date (Oct-Feb) is £3,100.34 with one event remaining (5<sup>th</sup> Mar).

Dry January did not seem to dampen enthusiasm at the Bingo Night which raised £578.83 profit from 67 guests.

The final donation from Amersham Round Table's Santa Sleigh was a little lower than 2015 at £347.83, though no less welcome.

ACTION

Profit from refreshments served at the 'Guys and Dolls' production was £243.29.

Shopping Vouchers have raised £304 since October with 15 active supporters (including two recent recruits). The next collection day is Thurs 26<sup>th</sup> February.

SC/EK

Easyfundraising profits of £154.09 reflect the quarter 1 July to 30 September 2016 as reported at the previous meeting. SC offered to help ST access the site.

SC

#### 4. Fundraising Events

##### 4.1 Indoor Car Boot Sales, (E Knight)

Takings on 5<sup>th</sup> February were £1,021.61 with profit of £914.15. All 57 tables are pre-booked for final event of the season on 5<sup>th</sup> March, set up the afternoon before.

EK/SC/LE/JL

Emma thanked her team for their hard work and reminded the meeting that she, SC and Sally (Elderfield) will not be involved next year. There followed a lengthy discussion around recruitment of active volunteers which touched on familiar issues and frustrations. ASA presence at the Friendship Afternoon on 8 March was discussed, but it was felt the focus should be the New Intake Evening in the summer. It was agreed that the buck stops with the headteacher: SJ will look to motivate fresh recruits wherever appropriate.

ALL

SJ

##### 4.2 Years 7&8 Disco, 20<sup>th</sup> January – Completed (S Boxer)

The Committee thanked SB and her fellow volunteers for their efforts and the healthy £578.20 profit raised from 143 students in attendance. SB voiced concerns on behalf of her team about policing early arrivals and cleaning toilets. It was agreed to keep doors locked at future events until the published start time, and suggested that additional volunteers could be posted outside toilets with a table for depositing drinks to help deter mess (and messing around). The latter will be subject to volunteer numbers and practicalities on the night.

SB/Disco Team

##### 4.3 Bingo Night, 27<sup>th</sup> January – Completed (S Charters)

All agreed that this had been another fun evening and the £578.83 profit was felt to be good given the modest attendance. The Committee thanked SJ for her lively contribution as caller on the night.

##### 4.4 Race Night, 17<sup>th</sup> March – Planning

Due to the earlier long discussion around recruitment, it was agreed to hold a separate Race Night planning meeting on 6 March to run through the detail.

ALL

In the meantime, EK is liaising with potential race sponsors (£100 per race) and will coordinate event promotion and sales of horses (£5 each) via the ASA database, website, Parentmail and school newsletter, etc. JE will coordinate hot food (baked potato with meat chilli or vegetarian toppings, no dessert). LE volunteered to stock the bar. SC circulated a list of tasks for other members to share.

ACTION

EK  
JE

LE  
SC

## 5. **Publicity – Website/Newsletter/Social Media**

MG reported that quick visitor analysis shows a steady stream of 15-20 per day, peaking more recently around 4<sup>th</sup> February (which coincides with traffic searching for the 5<sup>th</sup> February car boot sale).

MG and EK have been keeping the site up-to-date as frequently as possible.

SB will arrange to meet with staff member Jo Franks to progress the ASA Twitter feed.

SB

EK has compiled the Feb/Mar issue of ASA News and sent it to the school office for distribution. The April/May issue will be published after the Easter break.

EK

## 6. **Date of Next Ordinary Meeting**

This will be on Monday 24<sup>th</sup> April 2017, 8pm in the Learning Resource Centre.

ALL

## 7. **Any Other Business**

7.1 Based on experience, SJ suggested that the idea of a raffle (as discussed at January's meeting) was a non-starter. The Committee said it felt this at the time, but had wanted to let Mrs Franks down gently.