



MINUTES OF ORDINARY MEETING ON MONDAY 31ST OCTOBER 2016

Present

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

Apologies

Kalpana Patel (parent, 7KMA)

1. **Welcome and Apologies**

Jacqui welcomed everyone to the meeting.

2. **Matters arising from the minutes of 5th September 2016**

2.1 Sue C has been unable to progress the funding application protocols due to demands of setting up the new Shopping Voucher Scheme.

2.2 Lisa reported that local charitable funding opportunities she spoke did not seem to be as compatible as first thought.

2.3 Sue confirmed that staff members David Smith and Alan Rose are exploring options for the outdoor seating project, but that initial cost estimates are prohibitive. Sharon J advised that she is in touch with the local authority around funding/resource provision generally and remained optimistic that cost-effective solutions may be found in time. ASA to keep a watching brief on developments.

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

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

The Balance Sheet as at 31st October stands at £17,052.99 of which a promising £896.74 has been raised to date this academic year.

ACTION

SC

The season's first car boot made an overall profit of £677.39 against £490.67 showing in the income and expenditure – this anomaly is due to upfront advertising costs for 'Hiya Bucks' and bulk catering expenses that will be apportioned against all five events.

The Year 7 disco generated a healthy £370.83 profit, and the Year 7 parents social, £182.50, although some outstanding catering expenses are yet to be paid against the latter.

The profit/loss figure for the Fashion Show on 18th October stands at £434.50 against an income and expenditure figure of £401.50 as we are still awaiting the £33 commission on sales.

The new Shopping Voucher Scheme has generated £72.75 funds in it's first month even with 10 participating parents/staff.

Admin expenses stand at £180.34 of which £100 went towards the thank you gift to the Association's accountant. The running costs for the website are an ongoing £8.39 monthly, and capital expenditure of £34.99 was for the purchase of a mini electric hob to heat food at catered events.

ASA made a donation of £389.40 to the MFL department in September for the purchase of new Spanish (30) and French (30) dictionaries, for exclusive use in controlled assessments.

4. Fundraising Events – Autumn Term

4.1 Indoor Car Boot Sales, Oct-Mar (E Knight)

Emma reported that income of £677.39 from the 9th October event was up slightly on the previous October, thanks to a welcome increase in buyers. All 57 tables were pre-booked of which 51 were taken on the day due to the usual crop of late cancellations. Emma thanked her team for all their support and hard work.

All tables have been pre-booked for the 6th November and 4th December, with two-thirds allocated for both spring sales, although these numbers are always subject to change. A concert at school on Saturday 5th means that the team will set up from 11pm that night.

Emma passed on her thanks to Sue's mother who has volunteered to take a Robsons sign. This led to brief discussion about the estate agent's recent decision to stop boards at an address in Chesham Bois due to a complaint raised by a local resident.

Sharon J expressed her thanks for the organisers' support generally, and also provided a lead for large tables that she had acquired recently, which may be a more accessible price than others identified to date, if the team decides to increase its stock of 6' tables.

4.2.1 Year 7 Disco, 14th October (S Boxer)

Sharon B reported a good turnout of 92 year 7 students for the disco. She thanked her team, Sharon J and the sixth form volunteers for

EK, SC, LE, JL

their support. It was felt that an exclusive event for the new starters was a welcome fixture early in the autumn term, and that the current 6.30-8.30pm running time suits students and organisers alike. Sharon J commented on an inappropriate playlist choice – organisers to flag this with Jack for future events.

ACTION

SB

4.2.2 Student Movie Night, 11th November

Sharon has kindly volunteered to coordinate these events going forward but Sue C reassured her that she can shadow organisers for the 11th November event.

‘Ghostbusters’ and ‘Goosebumps’ were selected from a list of recently-released DVDs. (Subsequent to meeting ‘Ant Man’ replaced ‘Ghostbusters’ due to a release date error.) Sharon B will liaise with her friend who may be able to donate cinema-sized film posters. Sharon J gave permission to display these in the entrance where students would not miss them. Sue C will liaise with David Smith for larger boards if necessary. Emma will buy the dvds and adapt the existing poster for the school newsletter, ASA website, etc and display around school (if cinema posters are not available).

SB

SC
EK

Sue C, Jacqui, Lisa, Sharon B, Gerri will attend the event, plus Sharon J.

SC/JE/SB/LE/Gerri
/SJ

4.3 Fashion Show, 18th October (L Edmunds)

Lisa expressed disappointment at the lower-than-anticipated attendance of just 40 adults and 38 students, despite a profit of £434.50 (of which £92 was raised through the raffle). She estimated that the £33 commission earned for the school suggested that the clothing company had sold around £1000 of stock on the night. She had widely promoted the event via the new cohort of year 7 parents, school newsletter, Parentmail and ASA database, resulting in 10 guests responding to the pre-booking offer of front-row seats. Despite the provision of non-alcoholic refreshments in anticipation of Macmillan’s ‘Go Sober for October’ charity campaign, café sales were low, although stock can be used at future events.

All agreed that it was not an option to collaborate with the same fashion company in the future, for a range of reasons. Based on past experience, Sharon J suggested that linking with a local retailer (like M&Co in Chesham) could be the way forward and might also attract a wider population. She thanked Lisa for all her hard work.

5. Date of Next Ordinary Meeting

This will be on 9th January 2017, 8pm in the Learning Resource Centre. Sue Teden will re-confirm regular venue with David Smith.

ST

6. Any Other Business

6.1 Lisa asked about getting event banners as per the car boot. Discussion concluded that event organisers should consider the option of banners on an event by event basis. The ASA does already have a Bingo Night banner in the shed.

6.2 Sharon B proposed the purchase of a small trolley or similar to help move stock between the ASA shed and school. This was discussed but remained unresolved.

6.3 Sharon J has been approached by Year 9 students asking for a disco. The Committee agreed in principle, identifying the existing 24th February (Movie Night) date as a potential option. Sharon J will discuss with her school council and report back at the next meeting. Emma will check Jack Elderfield's availability in the meantime.

ACTION

SJ

EK