

ASBSA MINUTES

14th January 2014

The first ASBSA meeting of the calendar year took place in the staff room.

Present: Clare Parish, Kerry Guest, Denise Reeves, Malcom Munro, Dominique Pink Joan Cannon, Vicky Mc Shane, Karen Fall, Priscilla Antwi, Mabel Pillay, Linda Du Toit, Sam Smith, Jayne Sales, Megan Richards, Mrs Sutton, Steve Cannon

Apologies: Kay Butler, Sara Langley, Elton Pritchard, Charlotte Evans, Amanda Cannon, Mrs Ferns, Julie Simons, Pauline Hughes, Candice Alford

The Agenda was followed, attendees were accounted for and apologies recorded.

Introductions:

Mrs Sutton introduced herself, followed by everyone else in the room. Mrs Sutton said thank you to the organisers, helpers and supporters of our recent events

Previous minutes:

The previous minutes were agreed

Appointing a new vice secretary:

Kerry Guest has agreed to be vice Secretary, supporting Clare. Kerry took the minutes, whilst Clare chaired the meeting

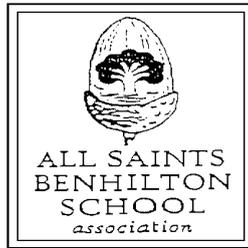
Handover of Catering / Buying team:

All agreed that the **catering team** needs to have more than 2 people in. Penny would like to help more, but has additional work commitments. **Dominique** and **Jayne** have agreed to help **Megan**. Anyone else who would like to join and help can see either Dom or Megan or Denise. Denise is happy to provide an inventory of what we have currently and also a run down on what the role involves. Mrs Sutton is applying for a school Makro card to help with the buying. Denise mentioned one main issue is paying for goods in advance. The group suggested the possibility of a school credit card or else giving the buying team cash in advance. **Karen** and **Pauline** are to meet with Julie to discuss the handover of **buying**.

Re-cap and Feedback:

October cake sale: Made a profit of £275.52. It was a little chaotic with the tables all in the middle and children all around. Next cake sale to have the tables around the edges of the hall.

Christmas Cards: The cards took a long time to be checked due to confusion over who had paid. The amount we were short was reduced from £280 to just £12 thanks to the efforts of Penny and



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Linda. Communication needs to be improved so the parents are better informed of what to do. We all agreed that they were a good idea and they made £393.35 profit for the school. It was decided that next year the cards would go out earlier in the book bags and parents are to attach the money in an envelope when returning them (before half term) so the printer can return them to us in good time for overseas postage. Anyone who misses the deadline can order individually with the company.

Christmas Shopping Evening: 59 people attended the shopping night, which is down on previous years, however feedback from both the sellers and the shoppers was all positive. The evening gave £541.24 profit.

Secrets Room: This was really well received and produced a profit of £693.10. A big thank you to all who helped and donated such lovely items.

Christmas Extravaganza: Again a big thank you to all who helped make this day very special. All agreed it was much better held on the Saturday and it gave the event a much more family feel as working parents could attend. Father Christmas was fantastic and the ticketing idea implemented halfway through was very good. The profit was up from last year at £1950 compared with £1400.

Christmas Disco: Thank you to Vicky for organising. All the children were very well behaved and had a lovely time. Hot dogs went down well with the older children, but the younger ones were not very interested. Perhaps use half a hot dog or just biscuits in future?

Management of donations: All agreed that the donations coming via the class reps are a good idea. The box outside the classroom also reminds parents who may have forgotten.

Treasurer's report: All agreed the term had gone well in this current climate. Most profits were up from last year. Linda has produced a new form to help reimburse buyers. Copies will be held in the office. They can be filled out and handed back to the office.

EVENT	OUT	IN	NET
Oct Cake Sale	0.0	275.52	275.52
Christmas Cards	1999.50	2392.85	393.35
Christmas Market	38.06	579.30	541.24
Christmas Extravaganza	1165.25	2441.19	1275.94
Secrets Room	0.0	693.10	693.10



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Christmas Disco	192.0	489.15	297.15
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Upcoming events:

Sponsored spell: To be held before February half term. Sponsorship forms need to go out ASAP. Children can be either sponsored per word or just for taking part. Mrs Sutton will organise the children to get a list of spelling beforehand – each at a level for their year. Nursery children will do a sponsored hunt the letters around the nursery.

Quiz night: To be held on Friday 7th February so letters need to go out ASAP. Steve and Elton are organising. Around 70 people attended last year. Helpers required to come at 6:30pm to help set up tables and chairs. People arrive 7:15 for quiz start at 7:30pm. Price around £8 per ticket depending on how much the fish and chips will be. Mrs Sutton is investigating sourcing the food. Malcolm has the letter from last year and will email it to Clare. Mrs Sutton can organise a laptop and screen to show the scores. Joan and Denise have volunteered to sell raffle tickets on the night.

Cake Sake: To be held on Monday 17th March (St Patrick's Day). Joan is happy to lead, but looking for someone else to help take the lead. Need a poster for the A-frame, then an email reminder perhaps over the weekend. We can also add it to the school website.

May Fayre: To be held on Saturday 17th May. A **team** has been set up to organise: **Jayne, Sam, Kerry, Vicky, Linda, Sophie, Pauline** and **Elton**. Issues may arise with Julie no longer doing the buying. At next meeting the stalls will be assigned to the classes. Vicky will phone the 'pony people' and Surrey Inflatable's to book the bouncy castles as they get very busy. Adam has confirmed he can run 'beat the goalie' again. Mrs Sutton will ask whether the scouts can run the barbeque. Programmes can be made and then printed at school. Companies who have been approached and who have donated towards the fayre will be mentioned in the programme. Mrs Sutton has a template letter to give to local businesses.

Any Other Business:

Committee members need to be updated on the website, perhaps with a photo showing who we all are. Recipes also need to be added.

Ellie Holley has offered to throw a Pampered Chef party at the school and will donate all profits to ASBSA. All decided this was a good idea – date TBC.

Paul has re-felted the roof of the shed, however it needs a paint and a new lock. Early March suggested to have a grounds day at the school when this can happen.



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Date of next meeting:

The next meeting has been set for Tuesday 4th March at the earlier time of 7:15pm. All are welcome.