

## ASBSA MINUTES

18<sup>th</sup> March 2014

The ASBSA meeting took place in the staff room at the earlier time of 7:15pm.

**Present:** Joan Cannon, Charlotte Evans, Sophie Fewings, Kerry Guest, Elton Pritchard, Julie Simmons, Clare Parish, Karen Fall, Sara Langley, Saira Walji, Jayne Sales, Mabel Pillay, Megan Richards, Linda du Toit, Mrs Sutton, Vicky McShane

**Apologies:** Dominique Pink, Candice Alford, Mrs Ferns, Sharon Webb, Samantha Smith

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

### Previous Minutes

The previous minutes were agreed.

### Catering Handover

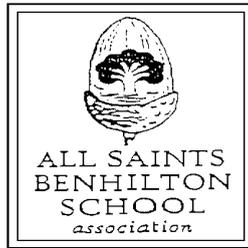
Denise Reeves and Alex Brown have agreed to carry on with the refreshments and catering for the May Fayre this year and to then organise a handover to the new catering team afterwards, when they are less busy. However, the catering team can get involved as much as they like to learn how things are done.

### Quiz Night

The quiz was well attended and enjoyed, with £165 profit made. Some feedback suggests that another quiz in the year would also be popular. Mrs Sutton was nervous that this would be too much happening in the year, but we can see how this year goes and maybe have two next year.

### Cake Sale

All agreed that there was a poor response for bringing cakes this time. Perhaps the lack of a plate sent out as a reminder was the cause; however these were seen as a waste of money as people don't tend to use them. Sophie suggested sending home a 'cake sale' label that could act as a reminder but also be attached to cake tins as a label for when people brought in their cakes. It was generally thought that people had forgotten due to the nice weather on the weekend. Perhaps Monday was not a suitable day? It was suggested to send text messages to remind parents, but Mrs Sutton explained that this would be too expensive and therefore not possible. Adequate communication was given by email and posters in classes and A-Frames and by word of mouth from class reps.



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### Gardening Day / Communications

Mrs Sutton commented on the disappointing turnout, possibly as many people were away for the weekend enjoying the good weather. Some member commented that perhaps people do not act on emails as they do on paper notifications. It was agreed that this was the most time and cost effective method of informing parents as well as environmentally friendly. Mrs Sutton will remind people to check the school website in her next newsletter as Ms Webb updates it regularly. Charlotte has also agreed to do a monthly ASBSA email on the 1<sup>st</sup> of every month, with bullet point reminders to help parents. This will also go on the website. The bulletin board will also be regularly updated.

### Golf Day

The date is set for Tuesday 15<sup>th</sup> July. Julie has spoken to Colin and he has asked for more support from parents this year. It was not thought that the golf course at Tyrell Wood was suitable for beginners. Perhaps another course could be looked into for novices if there was enough interest? All have agreed that this is a big fund raiser for ASBSA so we need to publicise and support it better. Class reps will spread the word, especially amongst the newer parents. The golf day will also be advertised on an ASBSA stall at the May fayre this year with a sign-up sheet for parents and grandparents. Clare Parish's parents have a putting game that can be used to further promote the golf at the May fayre. Parents can pay a non-refundable deposit at the May fayre (£20 was suggested) to encourage a commitment to attend. The full balance could then be payable 4 weeks in advance. Last year the cost was £70 for the day or £35 for the meal. It was thought that the price would not increase much if at all. Mrs Sutton will email Colin to check availability and prices. Mrs Sutton will also do a presentation this year to show what we spend the funds raised on.

### Sutton Green Fayre

Clare has contacted the council about the date of this year's fayre, but they do not have the information yet. They will get back to her once all the details have been confirmed. All agreed this was a good event as it has no over-heads as we just use left-overs from the May fayre. More help will be needed this year with Clare and Louise to lead.

### Treasurer's Report

The only outstanding payments are expenses for the two previous golf days, which is approximately £2000. There are sufficient funds to cover this.

The current balance is £8700, with a profit of £4430. Linda noted that RBS paid an amount into the ASBSA NatWest account; however this account will soon be closing. Any further payments must be made into the new Lloyds account.



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### Sponsored Spell

The children have all had their certificates now, so Mrs Sutton will send out a reminder to bring in sponsor money by the end of term. Penny, Sophie and Linda will help count the money.

### May Fayre

Rafael Rey has kindly secured a £350 laptop for our raffle 1<sup>st</sup> prize. There are also some other good bits in the shed, however more donations are needed. Clare Parish will email all the class reps the donation letter (on headed paper with the school charity number on) so that they can approach companies in person. Parents that are restaurant owners will be approached to ask for a voucher as a donation. Charlotte will ask at Carshalton College where she works for donations to our raffle as they have hair, beauty and catering businesses onsite

The sub-committee will meet up. The provisional date is Tuesday 1<sup>st</sup> April in All Bar One, Sutton. Elton will email more details.

It was agreed that the lottery licence of £40 is worth it and should be applied for. Sophie Fewings will be able to organise the printing of raffle tickets in order to sell in advance. Clare and Mrs Sutton will design them. Children can then each take 5 home and return the stubs to enter. It was thought that approximately 3000 tickets would be needed and families can ask for more tickets if they want. Tickets will also be sold during the event, of course! Some people may be able to sell at work, church etc?

### Shed

It has been agreed that ASBSA can buy a new shed. Mrs Sutton uses a company for the school, which may offer competitive prices. Sophie's dad also has a trade account with B&Q which could be used. The 5<sup>th</sup> July was set as a date for helpers to come and build the new shed. Mrs Sutton will put a request out nearer the time and Elton can rally some of the dad's too!

### Skydrive

Elton has arranged a cloud based 9Gb storage for committee members to use to upload files to share. Elton will email members the details. It will be secure and no personal details will be seen

### New Equipment

The new playground equipment is up alongside the existing ones. Mrs Sutton has requested some money for markings on the playground – hopscotch, snakes and ladders etc. Also some smaller items such as skipping ropes and footballs as these regularly get lost or broken. Mrs Sutton will look into the cost for these and get back to us.



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### Class Reps

Many class reps still need to send Clare a picture for the website. If you don't want a photo then please send a drawing of yourself. Elton also suggested class reps could add a photo to the classroom doors so parents can see who they are.

Jo Cloves has asked to stand down as a class rep for Holly class due to family commitments. A new rep is now needed to help support Vicky. If you can help please see Vicky at the school.

### ASBSA coffee morning / parent feedback

Since many parents cannot attend meetings in the evenings, a coffee morning has been suggested. Class reps need to attend if they can. The date has been set for Wednesday 2<sup>nd</sup> April at 9am in the Parish room. This will be an opportunity for parents to come and meet their class reps, give us feedback and to see what ASBSA do and how they can get involved. Small children are welcome and some toys from nursery could be used to help entertain them. Biscuits and croissants will be offered with tea and coffee. Mrs Sutton will make up an A3 poster of what we have achieved. This can also be used at the Golf Day.

### AOB

No other business was discussed as we ran out of time.

The date for the next meeting was not agreed but has since been set for Tuesday 20<sup>th</sup> May at 7.15pm