

## ASBSA AGM MINUTES

24<sup>th</sup> September 2014

The ASBSA AGM took place in the resource area with wine, soft drinks and nibbles.

**Present:** Clare Parish, Megan Richards, Saira Walji, Kerry Guest, Michelle Bates, Pauline Hughes, Jayne Sales, Joan Cannon, Linda Du Toit, Melanie Oxley Wilson, Charlotte Evans, Dominique Pink, Walker, Mrs Sutton, Sara Langley, Mrs Ferns

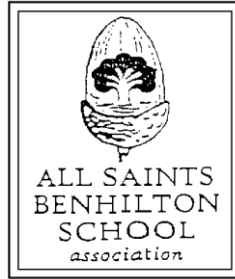
**Apologies:** Julie Simmons, Amanda Cannon, Sophie Fewings, Elton Pritchard

Mrs Sutton gave a brief explanation about the role of ASBSA in the school. Last year we managed to raise nearly £8000, with the money going towards re-modelling the school library and a donation of £793.31 going towards our chosen charity The Diamond Riding Centre. This year Mrs Sutton has asked that we continue raising funds for renovations and improvements to the resource area / library and for improvements to the school grounds.

### Previous minutes and events:

The minutes from the previous meeting on the 10<sup>th</sup> June were approved and discussed:

- Caryl Jones applied for extra funds from the lottery on behalf of ASBSA and we are pleased to say we were awarded £10000! Thank you to Caryl for her hard work in achieving this sum for us
- The work to re-model the resource area will take place hopefully in June 2015. We all say a massive thank you to Mrs Collingwood's daughter, who provided free architectural drawings and plans for us to use
- The Children's Trust was chosen unanimously as the school charity this year. 10% of ASBSA's profit for the academic year 2014 / 15 will be donated to them
- Linda gave a brief overview of the Treasurers Report for last year. Another successful year, with the sponsored spell, May Fayre and Christmas Extravaganza all reporting increased or new profits from the previous years. Thank you to everyone who has helped and supported our events. We hope we can continue to rely on your support and make this year another successful one
- The Golf Day was a huge success again and our thanks go out to Colin for all his hard work in making the event such an enjoyable one.
- The Quiz night profits were down from last year, which was possibly due to the change in food (jacket potatoes instead of fish and chips). It was suggested that this year the quiz could be on a Thursday night so we can source a good local chippy or stay with a Friday night but have a cold buffet or similar
- Elton Pritchard has now stepped down from Chair of ASBSA. We would all like to thank Elton for doing such a wonderful job over the past 2 years as chair



## ASBSA AGM MINUTES

24<sup>th</sup> September 2014

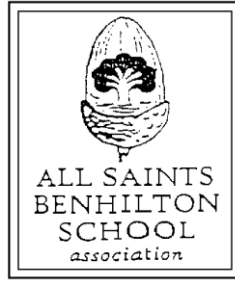
ASBSA Committee members and Class reps were decided with roles nominated and seconded:

The class representatives ensure that parents know the work of ASBSA and up and coming events. They are essential in acting as a liaison with parents and enlisting their help where necessary. The class reps were chosen first.

Name	Class
Dominique Pink	am nursery
	pm nursery
Melanie Oxley Wilson	Ash
Sophie Fewings	Ash
Alanna DeAntiquis	Elm
Nina	Elm
Sara Langley	Holly
	Holly
Louise Phelan	Oak
Saira Walji	Oak
Michelle Bates	Chestnut
Jayne Sales	Poplar
Megan Richards	Larch
Kerry Guest	Larch
	Maple
	Maple
Alex Brown	Willow
	Willow
Julie Simmons	Beech

The committee roles were then discussed, with each current role-holder giving a brief description of their roles so people could nominate themselves:

- Chairperson – Clare Parish nominated herself as Chairperson, seconded by Kerry Guest and Megan Richards
- Vice Chair – Kerry Guest nominated herself, seconded by Clare Parish and Saira Walji
- Secretary - Melanie Oxley Wilson was happy to take up the role of secretary, seconded by Kerry Guest
- Vice Secretary – Saira Walji agreed to assist Melanie, seconded by Kerry Guest



## **ASBSA AGM MINUTES**

24<sup>th</sup> September 2014

- Treasurer – Linda Du Toit was happy to continue with this role, but would like another volunteer to join her
- Vice treasurer – Karen Buchanan has offered to assist Linda
- Buyers – Pauline Hughes is happy to continue in her role as buyer and Dominique Pink said she would offer support where needed
- Catering – Sophie Fewings has said she would like to lead the catering team this year, however Sophie needs extra support – preferably 2 other people. These roles will be advertised
- Communications – Charlotte Evans was happy to continue in her role. A support role to help Charlotte out is required

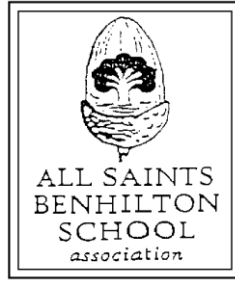
### Any Other Business

Michelle Bates discussed with Mrs Sutton about the need for better ramp access to the playground for school events

Feedback from parents last year suggested that poor communications were the primary concern. It was suggested that Mrs Sutton stress the importance of adding the school email address to your email address book so the emails do not go into spam folders. A reminder will also be made that a hardcopy of all communications is kept in the school office. It was also suggested that ASBSA newsletters go out on a fixed date in the school year – i.e. the first week of every half term. The ASBSA noticeboard in the school office always has current information, the school website is updated by Ms Webb on our behalf, as well as class reps and A-frames keeping all informed so there should be no need for anyone to go without information

Kerry Guest suggested a meal at Pizza Express to welcome new members on Friday 10<sup>th</sup> October at 7:30pm. Those who would like to attend should either see Kerry, or email [asbsa@hotmail.co.uk](mailto:asbsa@hotmail.co.uk). An email with further details will go out next week.

The AGM was finalised and continued on to an ASBSA meeting after a brief break.



**ASBSA MINUTES**  
24<sup>th</sup> September 2014

The ASBSA meeting took place following the AGM in the resource area.

**Present:** Clare Parish, Megan Richards, Saira Walji, Kerry Guest, Michelle Bates, Jayne Sales, Linda Du Toit, Charlotte Evans, Dominique Pink, Criscia Walker, Mrs Sutton, Sara Langley, Mrs Ferns

**Apologies:** Julie Simmons, Amanda Cannon, Sophie Fewings, Pauline Hughes, Joan Cannon, Melanie Oxley Wilson, Elton Pritchard

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

Summer Picnic Feedback

Everyone enjoyed this event, which was held in September, rather than in July as last year. All agreed that September was a preferable time of year for this event. New parents especially enjoyed it as it gave their children confidence at their new school. The caricature artist who will be at the Christmas Extravaganza was also very well received

October Cake Sale

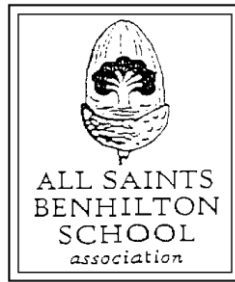
The date was set for Tuesday 21<sup>st</sup> October, with Saira Walji taking the lead on this event. Depending on weather and logistics it was suggested that this may take place outside in the playground, giving more space for the children

Autumn Gardening Day

The school grounds need preparing for winter with a general tidy up. The date has been set for Saturday 11<sup>th</sup> October 10am – 4pm. Families can come along and help out with weeding and sweeping. Lunch will be provided by ASBSA for all who attend. A poster will be sent out advertising the event shortly. If people want lunch, they need to tell us they are coming otherwise we won't know how many to cater for

Cauliflower Christmas Cards

The children will begin their art-work for their Christmas cards soon. The art work will be sent home in book bags on Friday 10<sup>th</sup> October (A4 envelopes will be provided) and those that wish to order must return the A4 envelope to the school with the correct money provided no later



**ASBSA MINUTES**  
24<sup>th</sup> September 2014

than 9am on 20<sup>th</sup> October (1pm for Pips). This is so the cards will be ready for collection prior to the deadline for international posting. Anyone who does not return their card by this date will have to liaise directly with Cauliflower Cards if they still wish to place an order. Class reps will then sort through their class orders in the Parish room at 9am that day to check all the monies and forms before they are sent off.

Christmas shopping night

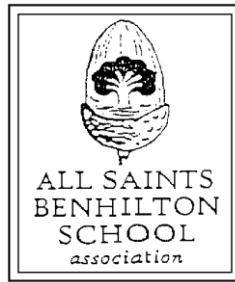
Kerry Guest has agreed to take the lead on this event. The school will host an evening of shopping and pampering. Noting that this is an adults only event. The date has been set for Wednesday 12<sup>th</sup> November at 7-9pm. The entry fee will include a drink and festive treat. Mrs Sutton will ask if the church choir can attend this year, and also ask to have a performance by the hand-bell ringers.

Secrets Room

The secrets room allows the children of the school to bring in a small amount of money (between 50p and £3) to purchase items for loved ones for Christmas. The gift will then be wrapped so the child can take it home for a special surprise on Christmas day. A date has been set for Friday 5<sup>th</sup> December with Mrs Ferns and Julie Simmons running this event during school hours. All gifts are provided by donations to the school. Tuesday 11<sup>th</sup> November will be a 'Choose your shoes Tuesday' where children can wear their own choice of shoes (no heels or open toes) in return for a donation to the Secrets Room. Boxes will be placed outside the children's classrooms for class reps to collect the donations. Further details will follow closer to the event.

Christmas Extravaganza

Clare Parish will lead this event, which will happen on a Saturday again (6<sup>th</sup> December) 11am – 2pm. Families can come along and visit our grotto, make Christmas crafts and buy small gifts. A sub-committee will be set up of volunteers to help out. Anyone wishing to help on this event should email [asbsa@hotmail.co.uk](mailto:asbsa@hotmail.co.uk) or see Clare at school.



**ASBSA MINUTES**  
24<sup>th</sup> September 2014

Donations for the hampers raffled at this event will be collected on 18<sup>th</sup> November. Raffle tickets will be available to pre-sell, with raffle tickets going out into book-bags on 7<sup>th</sup> November. The price will be £1 per ticket. Charlotte Evans will ask at Carshalton College for any prizes as she did for the May Fair.

As we usually do a hamper or two for the Christmas Shopping night raffle (tickets sold on the night), it was agreed that ASBSA members will bring their donations early to the next committee meeting to make those hampers up.

Any Other Business

All members agreed that the Christmas period is a very busy time and it was therefore decided that the disco would be moved to after the Christmas break. The disco will celebrate the New Year ahead.

The next ASBSA coffee morning was set for Tuesday 7<sup>th</sup> October at 9am in the Parish Room. This gives parents that cannot attend evening meetings the opportunity to come along and learn about what we do and bring their own ideas. Children are welcome and drinks and biscuits will be provided.

The next ASBSA committee meeting will be held Monday 13<sup>th</sup> October at 7:15 for 7:30 start. All are welcome!