



ASBSA Meeting 28/09/15 at All Saints Benhilton School 7.30 p.m.

Name	Position	Parent/Staff
Jo Elliot	Ash Rep	Parent
Megan Richards	Maple Rep	Parent
Vicky McShane	Larch Rep	Parent
Karan Buckley	Willow Rep	Parent
Miriam Babigumira		Parent
Stacey Torok		Parent
Mike Cloudsdale		Parent
Judy Dassay		Parent
Maxine Kilgour		Parent
Sophie Fewings	Catering	Parent
Jayne Sales	Beech Rep	Parent
Joy Tilsley		Parent
Heather Ashton		Parent
Michelle Rose	Ash Rep	Parent
Fatimatu Umor		Parent
Kerry Guest	Chair	Parent
Vladka Newsome	Vice Treasurer	Parent
Elizabeth Yiangou		Parent
Paul Jones		Parent
Louise Phelan	Chestnut Rep	Parent
Sabrina Ariy	Treasurer	Parent
Dominique Pink	Vice Chair	Parent
Sara Langley	Buyer	Parent
Mrs Ros Sutton	Head Teacher	Head teacher
Linda du toit	Hazel Rep	Parent
Sharon Ferns	Teacher Rep	Deputy Head
William Sarpong		Parent
Karen Hutchings	Record Secretary	Grandparent
Apologies		
Clare Parish	Chestnut Rep	
Alison Bonner	Catering	
Steve Hoban	Oak Rep	
Saira Walji	Buyer	

2. Discussion decisions made at the BBQ AGM:		Action
a)	<p>Kerry welcomed everyone and opened the meeting: She advised that Clare Parish the previous Chair had worked very hard and had raised an amazing amount of money but had to step down as she was commencing a Teaching Assistant Course.</p> <p>She thanked Clare for all her hard work and said that she hoped that she too would be able to continue this with the help of everyone present.</p> <p>She also wanted to thank Linda for all her hard work as Treasurer</p>	
b)	<p>Kerry welcomed a new Class Rep for Chestnut – Sabrina. Sarah and Saira were the new Buyers and Michelle and Jo new Class Reps for Ash.</p> <p>Michelle said that the suggestion was for Elm for two sharing and one more</p> <p>Kerry welcomed Karen H and advised that she was the new Record Secretary.</p> <p>Also, Sophie and Alison would continue to run the Catering and they would be pleased to have offers of support around this.</p>	<p>To be discussed further.</p> <p>Outside of meeting</p>
c)	<p>She advised that they were still without a Treasurer: Vladka had kindly said that she would help but she cannot commit to doing the role of main Treasurer.</p> <p>Linda previous Treasurer advised what the role comprised of: managing the money after events and putting this in the safe but the Christmas Team people help you with this and on a weekly basis to get the cheques signed off. Kerry said that it was quite a big role.</p> <p>Mrs Sutton said that if needed. there was excellent backup available from the School</p> <p>Sabrina advised that she was a bookkeeper and was willing to help out if supported. Louise said that she too didn't mind helping more with the class rep role</p> <p>Linda said that she thought that it was quite difficult to be the Treasurer and a Class Rep.</p> <p>It was noted that Kerry, Clare Parish and Liz were willing to support Chestnut.</p> <p>Kerry said that there was no afternoon Rep (Pips) for the Early</p>	<p>Vladka</p> <p>School Management</p> <p>Sabrina and Louise</p> <p>Kerry, Clare and Liz</p> <p>Michelle and Jo to be</p>

<p>d)</p> <p>3 Treasurer's Report:-</p> <p>a)</p> <p>b)</p> <p>4. Communication Issues:-</p> <p>5. Events up and coming:</p> <p>a)</p>	<p>Years Foundation Stage at this time. Michelle and Jo said that they were happy to support whoever takes up this role.</p> <p>Kerry said that there needed to be some support around the Secretary role as although Karen can do evenings, she would not be available generally in the day for the Coffee Morning Meetings. Dominique said that she would offer support around this.</p> <p>Kerry advised that it had been agreed at the AGM that the charity for this year would be the Children's Unit at the Royal Marsden and any money raised this year they would receive 10% of the profits.</p> <p>Last year they had supported the Children's Trust at Tadworth and they will be donating 10% of profits which were £8,632, a donation of £863.</p> <p>Linda said that there was a need for a Credit Card to help the Buyers out. Mrs Sutton advised that it would be best to get a Debit Card rather than a Credit Card.</p> <p>Discussion ensued as to whether to get a Pay Pal Account, so that the Buyers didn't have to pay out with their own money. Mrs Sutton said that if they got a Debit Card there would be no need for the Pay Pal, although, it might be safer, there was a limited number of ways to pay, to safeguard yourselves.</p> <p>Kerry said that we could talk about this further outside of the meeting.</p> <p>The question had been raised 'Why do people still not know who we are?' and 'Was there a need to update the Website page?'</p> <p>It was agreed that Miss Webb would be updating the Website.</p> <p>Also, Alanna was going to update the Logo to be more 'eye-catching!'</p> <p>Discussion around having own page: Kerry advised that no one was doing this at the moment and she would try to get this done. She said it could 'piggy back' the School one, as people go to this for dates.</p> <p>October Cake Sales: Michelle and Jo to lead (Reception class reps.) Kerry said that ideally, we would like each Year Group to have one event to look after throughout the year. It was agreed the date for the Cake Sale would be after the Autumn Half Term to tie in with homework. It would be Infants on the first date and Juniors on the second.</p>	<p>discussed further</p> <p>Dominique</p> <p>To be sent to the Children's Trust Tadworth</p> <p>To be discussed further</p> <p>Miss Webb</p> <p>Alanna</p> <p>Kerry when possible</p> <p>Michelle and Jo</p>
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	<p>It was agreed that there would be a homework sheet for the children, which will be given to their teacher on return form half term and then they will take the cakes to the Office.</p> <p>Michelle advised that they had done a basic form and even if the children buy shop bought cakes that can still fill in the ingredients.</p> <p>Mrs Sutton said that this was great and she would expect the Year 2 to write out their ingredients themselves and the older children could add the grams and shopping list.</p> <p>It was agreed that it would be called 'The Bake Sale' and the forms would be passed to Mrs Sutton to put on School paper.</p> <p>It was agreed that the first 'Bake Sale' would take place on 3rd November 15 and that an e-mail would be sent out advising. There is an Inset Day on the Monday which will give the pupils time to bake. The e-mail will advise there will be a 'Star Baker' and this will involve Infants and Early Years.</p> <p>It was agreed that the small cakes would be sold four for a £1 and big cakes would be priced accordingly and they could split up shop bought packs if there were nuts in them.</p> <p>It was agreed that the sale would be sited under the awnings outside the Infants/Early Years, as because of other commitments, the Hall will not be available. Mrs Sutton advised that it could be done under the Junior Canopies, as well.</p> <p>It was agreed that there would be a room to look after the smaller children with a helper. Kerry said that she was happy to sit in the Parish Room with the children.</p> <p>It was agreed that if anyone could help they should speak with either Michelle or Jo.</p> <p>Michelle said that they needed volunteers for the Acorn Early Years which finishes at 12 noon.</p> <p>b) Gardening Day: Saturday 14th November -: Mrs Sutton advised that there was a lot that needed moving and every year parents and children come to tidy up the grounds and plant bulbs. It is a Family Day and lunch is provided and people can come and go as they want. This is usually between 11 a.m. – 4 p.m.</p> <p>c) Christmas Decoration Fayre 30th November? – Louise Phelan to lead (Year 2): Kerry advised that it had been decided to drop the Christmas Shopping Night, as they had found the numbers had been dwindling and it was a lot of effort for very little return.</p> <p>Discussion around idea re Christmas Decorations Fayre for</p>	<p>Michelle/Jo to Mrs Sutton</p> <p>School</p> <p>Kerry – chair</p> <p>Contact Michelle or Jo</p> <p>Contact Michelle or Jo</p>
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	<p>one hour after School. After discussion it was decided that this would clash with other events such as the Secrets Room and the Christmas Extravaganza and it was suggested that Louise could have a room at the Extravaganza comprising of Christmas Decorations brought in and items of clothing such as dressing up, Christmas lights etc. Louise said that she thought that this would work and she could liaise with the Secrets Room.</p> <p>Mrs Sutton advised that she had asked some people that usually have stalls at the Shopping Evening to have stalls at the Extravaganza.</p> <p>Kerry said that there had been some contact around this already and she would follow this up.</p> <p>d) Secrets Room Friday 4th December: Kerry said that this would take place in school time with a room set aside. She explained that parents donated presents for the children to buy for their Mum, Dad and sibling/s and they are wrapped up. Mrs Sutton advised that Year 6 organises this and there was no need for volunteers. She advised that usually there were not enough gifts for the father's and that anything left goes to the Extravaganza the following day.</p> <p>It was noted children would bring £3 to buy a gift and if they wanted to buy more than one gift then they should have brought that number as donations.</p> <p>e) Christmas Extravaganza – Saturday 5th December 11a.m. - 3 p.m. Kerry to lead:</p> <p>Hamper donations by Mid November. Cakes and Sweets day before. It was agreed to drop the 'Sweet Cups' and any sweets donated would be sold by the Cafeteria.</p> <p>It was noted that there would be two days of donations. Mrs Sutton said she did not promote 'Mufti days' as the children's learning behaviours change but there were two days when the children brought their donations: 'Choose Your Shoes!' (these had to be suitable for the playground- no heels) 13th November and 'Wear a favourite Christmas Item' on 27th November. The first would be items for the Secrets Room and the second donations for Hamper.</p> <p>Discussion re the Christmas Cards – Cauliflower Cards: Mrs Sutton advised that they the School wouldn't be doing these this year, as about every four years, they do an 'Art Gallery.' All the children create a picture and a gentleman takes them away and frames and hangs them and this is held in the Hall and the children can purchase their art work to take away. So, unfortunately, the School, hadn't got the time to do the art work in school for the Christmas cards. She would like to suggest that if ASBSA organise the Christmas cards, the children could do their artwork at home and then bring them in</p>	<p>Louise to liaise with Secrets Room</p> <p>Kerry</p> <p>Year Six to lead, with Clare Parish (Chestnut Rep)</p> <p>Kerry Sophie and Alison</p> <p>School</p>
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<p>f)</p> <p>6 New events?</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>and they can be sent off. It was agreed that there would be one card per family and that if there are more than one child in the family at the School it could be a shared effort.</p> <p>Michelle and Jo said that they would be willing to organise this for the lower school.</p> <p>It was noted that this needed to be done quickly to get this turned around and it was agreed to look at the deadlines.</p> <p>It was agreed that Dominique and Kerry would check this before half term and if the children didn't bring their money, they will be asked once and if there is no money then their order doesn't go off; as there was need not to miss the deadline which will be the Friday after half term.</p> <p>It was agreed there would be a coffee morning so the cash/cheques could be counted.</p> <p>Disco – To be held in the New Year – 29th January 2016 – Sara to lead</p> <p>Mrs Sutton said that that the Early Years found this difficult and although they wanted to come they often ended up in tears.</p> <p>After discussion it was agreed that there would be an event for them from 3.30 p.m. – 4.15 p.m. and Maxine who is a Children's Entertainer volunteered to do this.</p> <p>As for the older part of the School; Jo knew of a Grandad/Dad who do discos and she would approach them for a price.</p> <p>The previous gentleman (Richard) would also be asked. Linda advised that he had charged £150 last year.</p> <p>Kerry said that Paul, her husband, would be happy to organise a Dad's Day, such as Go-carting, Football Match etc. It was agreed that this was something different and would give the men a chance to get to know the other Dads. It was agreed that the activity would reflect both genders, as there were a number of Dad's with daughters.</p> <p>Family Bingo Night – It was decided that people preferred a Quiz.</p> <p>Infants Movie Night – This hadn't made money. Mrs Sutton said that it raised quite a supervision issue, as it took quite a long time to watch a film and the children loose concentration. It was suggested that possibly this could be a Pop-Up Cinema and be held outside in the playground.</p>	<p>Michelle and Jo</p> <p>Dominique, Kerry plus volunteers</p> <p>Maxine and Class Reps</p> <p>Jo</p> <p>Kerry</p> <p>Paul Guest</p> <p>To be discussed further</p> <p>To be discussed further</p>
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<p>d)</p> <p>7. Set Date for Coffee morning and next evening meeting:</p> <p>AOB:</p>	<p>Fireworks Display – Mrs Sutton said this was a non-starter because of health and safety issues.</p> <p>Easter Egg Hunt- It was agreed to keep this.</p> <p>Coffee Mornings – these are for people who cannot make evenings and these could be done in the afternoon before pick up. There will be a Coffee Afternoon on 5th November 15 at 1.30 p.m. to count the cash for the Christmas cards.</p> <p>Parish Room available on the 6th November for the Early Years Foundation Stage Coffee Morning at 9.00 a.m.</p> <p>Next Evening Meeting – Monday 9th November 15 at 7.30 p.m. at School.</p> <p>Linda said that there was a need to update the Mandate Form as currently it was her, Karen, Mrs Sutton or Mrs Ferns. Mrs Sutton said that there would need to change the member of staff, as Mrs Ferns was leaving, also, there was a need to sort out BACS instead of a cheque book.</p> <p>It was agreed there was a need to change signatories and to go over to online banking</p> <p>Kerry closed the meeting and thanked everyone for coming and for their input. Mrs Sutton echoed this and said she was very pleased with the turn out.</p> <p>Meeting finished at 9.05 p.m.</p>	<p>To be discussed further.</p> <p>To be dealt with outside of meeting</p>
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