

Chesterton School Association

Minutes of Meeting

Monday 9th January 2017 - 3:30pm Beech Class.

1) Present:

Vanessa Johnson, Laura Summers, Miss Jones (Staff Representative), Becky Mew, Mrs Linfoot (Business Manager), Cath Norman, Annie Dallas, Simon Goddard, Clare Kavanagh

Apologies

Gemma Haynes, Helen Marchetti, Abigail Grenfell

2) Financial Updates

- a. Last year's budget was discussed and what was actually paid to the school. The only exception was for the engraving which the SA have not yet had a charge for. The charge for the minibus of £1891.20 has now been paid from the current funds due to delays from Langford School providing the information.
- b. Agree wish list with Mr Horner – the main priority is the 2 interactive white boards and the other individual requests will be processed as and when the money is available.

The annual commitments were discussed:

- Sports Trophies / Engraving – agreed £100
- Leavers' Bibles - agreed £200
- School Council and Eco Council Budget to be set at £100.00 each - each if they require any further funding a case should be emailed to Laura who will then forward to the committee members for approval.
- Educational Visit – it was agreed that £1250
- Reading raffle agreed for £150.00

Laura read out Gemma's financial report to all. Clare Kavanagh asked if the savings account was accessible ie to pay things out and believed the reason it was not used was due to no cheque book being issued – Laura to check with Gemma and see if this would be a problem when paying invoices etc.

3) Past Events

- Bags for Schools raised £116
- Christmas Fayre raised £1139.99
- Christmas Card – raised £212.10
- Andy Reading Fun Run – raised £315.32
Bacon ran out early and there was more demand later in the morning so maybe something to think about next time.

4) Forthcoming Events

a. New Year Disco – Friday 27th January

- i. Disco is now booked and Annie has discussed the music content as last time the songs had not been radio edited. £190 for the 2 discos
- ii. Food – sausages and vegetarian option on the night
- iii. Tuck – Miss Jones to get some Haribos and boxes of crisps from Iceland
- iv. Glow Sticks – 100 for £10 so Annie will order 300 (Amazon)
- v. Helpers – (Lower 5pm-6:15 & Upper 6:30-8pm) – Ratio 1 to 8
Lower – Laura, Simon, Helen, Annie, Miss Jones
Upper - Simon, Helen, Kath, Annie, Miss Jones
Julia Hawkins and Jo Martin have informed us that they are not available
- vi. Vanessa to provide blank copies of tuck price list
- vii. Setting up on the night – Annie, Cath, Laura
- viii. List for Door – Gemma will sort this
- ix. Float required – Gemma to sort

b. Panto – Friday 3rd and Saturday 4th March - Mother Goose

- i. Clare is directing – first rehearsal taken place and went well. Clare asked for help with the sound – Kim Broadhead to help with upper school involvement. DBS disclaimer needs to be sorted – inform parents that not all helpers are DBS checked.
- ii. Publicity – ABC (16 January deadline) Posters, Village Leaflet flyers ^, Tickets, Flyers for Bookbags - Cath and Annie to do leaflet drop round the village and Vanessa will do Bucknell
- iii. Panto Programme creation and printing- front cover competition to be in before half term (Monday 6 February)
- iv. Bar / tuck shop – Abs and Vanessa to sort
- v. Recruit helpers for each performance – Bar helpers and raffle sellers
- vi. Licence – Vanessa to find out about this.
- vii. Floats for bar for each performance plus one for raffle - Gemma to supply one for bar and raffle.

c. Silent Auction – 31 March 217

- i. Simon handed round a provisional poster.
- ii. No auctioneer is required – pens and paper needed so you can write your bid on the list
- iii. Publicity ABC advert, leaflet drop, flyer for book bags, poster ^, tickets and rules on the back of the tickets
- iv. Collect donation – need to contact businesses for donations (spa package, 2hr gardening service, push bikes and Miss Jones said her partner has new washing machine, cooker
- v. Licence required – Vanessa to obtain licence
- vi. Venue – Community Centre – Helen has already provisional booked it
- vii. Food - One of the mums in Maple Class cooks curries – maybe we could get a quote for this option versus the cost of providing a ploughman's.
- viii. Raffle to be organised
- ix. Lucky ticket (1 adult and 1 child) – Bottled of fizz and box of sweets
- x. Pens / Pencils (school) and paper (Laura will supply)
- xi. PA system?
- xii. School Bell for start/end of bidding
- xiii. Venue, Time (6pm to 10pm?), Price
- xiv. Church and Red Cow to advertise our poster

^ Leaflet drop flyers – one to be created advertising both the Panto and Silent Auction events

5) Future Events

- a. Easter Eggs
 - i. Dress down date for Easter Eggs on Friday 7 April (£1 for dress down) and the children will receive an Egg on this day
- b. Film Night – Friday 12 May
- c. Bags for Schools – Friday 5th May
- d. End of Year Books - July

6) A.O.B

- a. 100 Club

As this was not actioned in September, Vanessa asked if this could be run after February Half Term to get it up and running again. The consensus was that it should be put on hold until September but start to sell tickets after May Half Term.
- b. AGM Date

Look to change the AGM date to October as per the constitution. A review of the constitution as a whole is probably required. This will be discussed later in the year.
- c. Car Washing

A suggestion from Jo Martin was to consider having a car wash Saturday – maybe Upper school children with the help of parents and invite parents and locals to have their car washed – would need to have a booking system with allocated washing times – one for discussion next time.
- d. Christmas Tree

Simon mentioned that the Round Table take orders for Christmas Trees for local people and have them delivered to one location for people to collect – maybe the school could do the same – to be discussed at a later stage.

7) Date of next meeting

Friday 24th February at 3:30pm in Beech Class