

Chesterton School Association

Minutes of the SA Meeting

Friday 9th June 2017- 3:30pm Beech Class

| | | <u>Action</u> |
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| 1 | <p><u>Attendees:</u> Laura Summers, Vanessa Johnson, Gemma Haynes, Helen Marchetti, Annie Dallas, Miss Jones, Mr Horner, Becky Mew, Abigail Grenfell</p> <p><u>Apologies:</u> Clare Kavanagh</p> | |
| 2 | <p><u>Financial Update</u></p> <p><u>Mr Horner – Budget Update and Wish List</u></p> <p>From the wish list budget, the Eco Council have spent about £200 and the School Council have spent £0. The sports trophies have not yet been purchased. Funds for the education school trips have all been spent and so has the reading raffle. Interactive Panels have cost £3,170 and the School have purchased a boom box (mobile speaker) for £99.00 which they will provide an invoice for. The Breakfast Club have paid for the Jenga and the Connect 4 will be paid for by School Association once invoice has been received for £138.00.</p> <p>It was mentioned that there was an issue with the installation of the new whiteboards as this has been withdrawn by the supplier – Mr Horner will look into this as this was included in the quotation.</p> <p>The remainder of the money Mr Horner would like outdoor play equipment and a gardening shed but the shed would need proper pathing first for it to sit on and this will be by the side of Oak and Ash Class. Reading diaries to be funded by SA from next year at £350 a year – this will be an annual commitment. Replacing some of the old furniture with new - approx £2,000.00.</p> <p>With regards to the shed it would need to be playhouse size – an email to be sent out to parents to see if any of them have the professional skills to lay a base and install a shed – so that it will last and not subside.</p> <p>Next year’s target would be £6,000 but the first £3,000 would be allocated directly to the school before the wish list. It was agreed that as the budgeted £3,000 was spent it would be clearly itemised for transparency of the School Association.</p> <p>Mr Horner to send an email out to parents explaining the situation</p> <p><u>SA Financial Update</u></p> <p>Film Night raised a healthy £430.70 and Bags for Schools £124 which took us over our £6000.00 target – thank you to the parents for supporting us.</p> | <p>CL</p> <p>IH</p> <p>IH</p> |

Expense forms going really well and Gemma is creating a spreadsheet of expenses for future use and the same with floats. Gemma is also looking at floats for each stall to see what is good and what isn't for future.

Bank accounts are now in Gemma, Helen and Laura's name – both account statements are now going to treasurer – try to go online shortly.

Totaliser is now 100% and we are now looking at Spenderiser to show what the money has purchased. The totaliser is to be increased to £8,000 and the Spenderiser is also at 8,000.

Income currently is £6,823.05

Please find below Income and Expenditure for 2016/2017 to date.

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| Income | £403.00 | Film Night Oct 2016 |
| | £1,139.99 | Christmas Fayre |
| | £212.10 | Cauliflower Cards |
| | £116.00 | Bags 2 School Nov 2016 |
| | £315.32 | Andy reading Fun Run (<i>additional £157.64 paid in expenses stock to be used at disco</i>) |
| | £650.00 | Programme for Panto/Leavers book - NOT ON |
| TOTALISER | | |
| | £90.00 | Donations - NOT ON TOTALISER |
| | £318.11 | Disco Jan 2017 |
| | £1373.44 | Panto |
| | £1617.19 | Silent Auction |
| | £33.20 | Dress Down Day Easter - NOT ON TOTALISER |
| | £430.70 | Film Night April May 2017 |
| | £124.00 | Bags 2 School May 2017 |
| Total | £6,823.05 | |
| Expenditure | | |
| | £20.00 | Chq to A Ellicot (plaque) |
| | £40.00 | High Visibility Vests |
| | £1891.00 | Mini Bus Charge |
| | £64.17 | Christmas Tree |
| | £9.00 | Crackers for Christmas Meal |
| | £9.70 | 2 x Cash Boxes for Floats |
| | £100.00 | Egyptian Workshop |
| | £63.00 | NCPTA subscription |
| | £460.00 | Upper School Visit to Science Museum |
| | £690.00 | Lower School Visit Sea Life |
| | £3,170.00 | Prowise Screens x 2 |
| Total: £6,516.57 | | |

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| 3 | <p><u>Past Events</u></p> <p><u>Bags for Schools – Friday 5th May</u> Raised £124 which is the most we have raised so far</p> <p><u>Film Night – Friday 12th May</u> Turnout was good and we raised a £430.70 it was a good evening but the behaviour of some of the children was not great.</p> <p><u>Change the Rules Day – Friday 26th May</u> Kids Sweepstake has been given to Annie which £20.30 plus we raised £162 for the change the rules it was a good but there were some issues over paying towards another charity. This will be split 50/50 between the SA and NHS</p> <p>A suggestion was that if any other parents would like to support the school and their charity then if they put a case forward then it would be picked out of a hat.</p> | |
| 4 | <p><u>Forthcoming Events</u></p> <p><u>Sports Day – Thursday 29th June</u> Tea, coffee and cold drinks for adults only during sports day – Abs has this in hand but needs to helpers</p> <p>A suggestion of serving lollies after school has finished – it was decided not to do due to logistics of keeping them frozen.</p> <p><u>Non-Uniform Day - Friday 30th June</u> Usual format – children to fill up cup for the children’s tombola and a bottle for the adult tombola. Cups to be sent out 23 June</p> <p><u>Summer Fayre – Saturday 1st July (to include the 100 Club)</u> See separate planning spreadsheet</p> <p><u>Year End Summer Party – Friday 14th July</u> Sausage and or burger, ice cream and a drink – Abs to check what we need. A suggestion of selling Bubbles, ribbons etc for the children to play with. Wet weather contingency plan 6-7.30 for Lower and 7-8.30 for Upper – food served in a class room and disco in the hall.</p> | <p>AG</p> <p>AG</p> <p>ALL</p> |
| 5 | <p><u>Future Events</u></p> <p><u>Back to School Party / Maple Tea Party - September</u> Friday 29 September – Miss Jones to confirm.</p> | <p>EJ</p> |
| 6 | <p><u>A.O.B.</u></p> <p><u>End of Year Book</u> Laura and Miss Jones have this all in hand – print cost has been reduced – this needs to be approved and sent to the printers by 1 July. Governors and Mr Horner to submit their piece</p> | <p>LS/EJ</p> <p>IH</p> |

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| | <p><u>Advertising – Large Outdoor Chalk Board</u> Gemma to purchase the board.</p> <p><u>TerraCycle – Update for Minutes</u> It was decided that it is not worth pursuing as the number of pens we would need to collect and the return we would get back was not cost effective.</p> <p><u>Tesco Blue Token Charity</u> Gemma has emailed Mr Horner with wording to be approved and then will submit the application.</p> <p><u>Do's and Don'ts list for Parent Helpers</u> To be emailed to parent helpers prior to each event</p> | <p>GH</p> <p>GH/IH</p> |
| <p>7</p> | <p><u>Date of Next Meeting</u></p> <p>Friday 6 October – AGM and School Association Meeting</p> | |