

BRAMLEY CHURCH OF ENGLAND PRIMARY SCHOOL ASSOCIATION

Tuesday 7 September 2004

Present:

Ann Berresford, Glenn Payne, Barry Fleming, Jane Glynn, Sharon Frost, Judith Cox, Caroline Gillingham, Keith Goddard, Elaine Slater, Joan Shadwell, Jamie Chapple, Garry Marshall, Peter Treadgold, Claire Holliman.

Apologies: Tania Cavanagh, Carol Hermaszewski, Pieter Eksteen

|   | ITEM  | ACTION                  |
|---|---|-------------------------|
| 3 | MINUTES of the previous meeting were read and agreed.   |                         |
| 4 | <p>Emma Went – Year 2 teacher and English Manager asked for BSA support to oversee the daily running of the Scholastic Book Fair – particularly orders and payments. Books due to arrive Tuesday 5<sup>th</sup> October, finish Monday 11<sup>th</sup> October. Table to be set up in the hall – 2.30 until 3.30 each day.</p> <p>A job sheet was handed round – Elaine volunteered , Glenn to ask Mandy Weller. Ann to put details in Newsletter.</p> <p>Emma to send out a flyer.</p>   | <p>GP<br/>AB<br/>EW</p> |
| 4 | <p>REVIEW OF PREVIOUS EVENTS:</p> <p>Flyer sent out for Bulbs – returns by 15 September.</p> <p>A cheque for £47.72 had been received from Yellow Moon.- Xmas brochure will be sent into school for onward distribution.</p> <p>Summer Fete – good turnout despite poor weather (rained all afternoon). Thank you's were sent out to all raffle contributors by Joan.</p> <p>Thanks you sent to RAF Odiham and Tim Henman by Caroline. RAF Odiham keen to send Chinook to next year's Fete.</p> <p>Observations from committee regarding this year's Fete:</p> <ul style="list-style-type: none"> <li>- A sub-committee must be convened to spread the workload as work needs to start now.</li> <li>- Ensure a pre-fete meeting 1 week prior to event to pull last minute things together.</li> <li>- Chinook proved to be a great crowd-puller and retainer – a must for next year.</li> <li>- Deposits required for all external stalls ( a number didn't turn up this year)</li> <li>- Arrange better deals for external stalls such as ice cream van, etc.</li> <li>- Arrange a 'refreshment person' for all stallholders.</li> <li>- Mix up events and table-tops – create more interest.</li> <li>- 2 bouncy castles worked well – need to consider safety aspect if rains again.</li> <li>- Arrange gazebo's, parasols, etc to give cover for sun/rain.</li> <li>- Tannoy – need to ensure could be heard all around the fields, playgrounds – difficult to hear raffle draw or announcements for events.</li> <li>- Music – sporadic – consider getting a live band.</li> <li>- Gate person to arrive early – ie 11.30 rather than 12.00,</li> <li>- Money to be collected on regular basis and counted on ongoing basis – consider hiring/buying a change counting machine (Hawkins Bazaar – approx £20).</li> <li>- Not enough support – more required.</li> </ul> |                         |



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Ann to ring the Gazette</li> <li>- Elaine to contact Phil Davies</li> <li>- Garry to contact Mrs Houghton</li> <li>- Judith to contact Kestrel/210FM</li> </ul> <p>Garry and Sharon willing to drop tickets off at local schools<br/> Consider leaflet drop to local residents re: additional local traffic.<br/> Toilets – use bottom toilets at school/GP to investigate cost of hiring toilets<br/> (depends on number of tickets sold).</p> <p>Circus to arrive 11.00am to set up. Gates open 5.30 – 6.30. Jane and Joan on<br/> gates from 5.00pm.</p> <p>Refreshments:</p> <ul style="list-style-type: none"> <li>- 5.30 – 6.50 BBQ – Peter Eksteen/Geraint Holliman</li> <li>- Uniglow items to be sold.</li> <li>- Interval – all BSA Committee members required with coolbox/bumbag –<br/> to sell icecream tubs/popcorn/drinks(boxed or bottles) – no licence.</li> </ul> <p>Other ideas:</p> <ul style="list-style-type: none"> <li>- Face Painting (After School Club)</li> <li>- Interval – photos with clowns – Glenn to ring and enquire</li> <li>- Encourage children in Fancy Dress as 8<sup>th</sup> October is Character Day for<br/> Book Week.</li> </ul> <p>Glenn to check that Happy’s have appropriate insurance.<br/> Helpers required 10.30 am on Saturday to clear up.<br/> See Job Sheet attached.</p> | <p>AB<br/> ES<br/> GM<br/> JC<br/> GM/SF</p> <p>GP</p> <p>PE/GH</p> <p>All</p> <p>GP</p> <p>GP</p> |
| <p><u>Disco – 15<sup>th</sup> October</u><br/> 5.00 – 6.00 KS1<br/> 6.15 – 7.30 KS2<br/> See Job sheet attached</p>   |  |
| <p><u>Fireworks – Friday November 5<sup>th</sup></u><br/> Gates open 6.15 to start at 7.00pm.<br/> Tickets - £10.00 family, £4.00 adult, £2.00 child.<br/> Incentive to get people to pre-buy tickets before Friday 22 October – free family<br/> tickets in a draw – to discuss number at next meeting.<br/> Company providing fireworks will be setting them off. Fence to new field required<br/> to be patrolled.<br/> No licence – mulled wine by donation. GP to get permission to supply alcohol<br/> from school premises.<br/> Elaine to enquire about pre-booking toffee apples from Tesco.<br/> Quiet classroom to be available.<br/> Job Sheet attached.</p>  | <p>GP</p> <p>GP</p> <p>ES</p>  |
| <p><u>Christmas Fayre – Saturday 11 December</u><br/> Sub-Committee required – Glenn and Sharon agreed to work on it.</p> <p>Xmas brochure (A5 folded) – similar to that of Summer Fete but smaller – get<br/> local businesses to advertise, especially those who advertised in or missed<br/> Summer brochure – Claire Holliman working on:</p> <ul style="list-style-type: none"> <li>- Xmas menus from local pubs</li> <li>- The Shop (SOL) opening times</li> <li>- Xmas concerts</li> </ul> <p>People required to approach re: advertising in brochure or contributing to raffle.<br/> Joan and Judith agreed to phone round, Glenn would pull details together.<br/> Drawing for front of brochure from school – Ann to arrange.</p>   | <p>GP/SF</p> <p>CH</p> <p>AB</p>   |

|   |   |   |
|---|---|---|
|   | <p>Claire to send Advertising pricing to Jane for minutes.<br/>Emma Goddard has list of Fayre stallholders last year.</p> <p>From school – Calendar – Ann to ask children what they would like to draw for this year’s calendar – alternative suggestion for book/film characters (one page/month per class).</p> <p>Other suggestions –Claire and Elaine agreed to co-ordinate:</p> <ul style="list-style-type: none"> <li>- Melamine mats/coasters</li> <li>- Mousemats</li> <li>- Character bookmarks</li> <li>- Xmas puddings</li> <li>- Other soft toy similar to ‘Bramley Bear’</li> <li>- Raffle</li> </ul> <p>Refreshments:<br/>- With entrance fee – Mince Pie/Cake with mulled wine/ tea/coffee.</p>  | <p>CH<br/>KG</p> <p>AB</p> <p>CH/ES</p>                       |
| 7 | <p><b>ANY OTHER BUSINESS:</b></p> <p>AGM – Monday 18 October. Meeting to be held in School Hall 7.30 pm.<br/>Adjourn to Bramley Inn for sandwiches, etc. Invite any new committee members.<br/>Ensure flyer goes to Year R parents.</p> <p>Newsletters – Barry to work with other members of the committee to ensure regular newsletters go out.</p> <p><b>IDEAS FOR FUTURE EVENTS:</b></p> <p>Salsa Evening – Keith to arrange for Jan/Feb 2005</p> <p>Drum Zone – fun, interactive event using up to 25 drums:<br/>3 drummers cost £750 - £1000. 1 drummer either during school or for parents or fete – cost £250 and travel expenses.</p> <p>Bramley TA Training Camp has offered to do nature walks for the school – contact Sharon.</p> <p>Other Ideas:</p> <ul style="list-style-type: none"> <li>- Auction of Promises</li> <li>- Colour Me Beautiful evening – Barry to check out costs.</li> <li>- Tabletop ‘boot’ sale – could get £5.00 per table.</li> <li>- At Christmas, children could decorate 2 plates – one for Christmas lunch, the other to build a ‘Grotto’.</li> </ul> | <p>GP</p> <p>BF</p> <p>KG</p> <p>BF to progress</p> <p>SF</p> |
| 8 | <p>Next Meetings:<br/>AGM – Monday 18 October – School Hall, followed by refreshments and social evening at the Bramley Inn.</p> <p>To be confirmed:<br/>Monday 2 November – 7.30 Bramley Inn<br/>Monday 10 January</p>   |   |

## BRAMLEY SCHOOL ASSOCIATION CALENDAR OF EVENTS

| Month     | Date                      | Event   | Reminders |
|-----------|---------------------------|---|-----------|
| October   | Saturday 2 <sup>nd</sup>  | FamilyPhotos                                    |           |
| October   | Friday 8 <sup>th</sup>    | Happy's Circus                                  |           |
| October   | Friday 15 <sup>th</sup>   | Disco   |           |
| October   | Monday 18 <sup>th</sup>   | AGM – followed by social evening at Bramley Inn |           |
| November  | Friday 5 <sup>th</sup>    | Fireworks                                       |           |
| December  | Friday 3 <sup>rd</sup>    | Disco   |           |
| December  | Saturday 11 <sup>th</sup> | Christmas Fayre                                 |           |
| May 2005  | Monday 2 <sup>nd</sup>    | Treasure Hunt                                   |           |
| July 2005 | Saturday 9 <sup>th</sup>  | Summer Fete                                     |           |

### JOB SHEET FOR HAPPY'S CIRCUS – FRIDAY 8<sup>TH</sup> OCTOBER

| JOB                                      | People Required                    |
|--|------------------------------------|
| Chairs Before                            | Glenn/ Jamie/ Sharon / Joan        |
| Chairs After                             | Andrew & Caroline Modle **         |
| BBQ                                      | Peter Eksteen / Geraint            |
| Gate                                     | Joan / Jane                        |
| Ice cream/popcorn/drinks during interval | All with cool boxes and bum bags.  |
| Other clearing up                        | Martin Frost/ Keith / Garry/ Glenn |
| Refreshments                             | TBC **                             |
| Glow sticks/ Toys                        | Ann / + TBC x2 **                  |
| Bins                                     | Glenn                              |
| Float required                           | Garry                              |

\*\* Confirm back to Glenn as soon as possible.

### JOB SHEET FOR SCHOOL DISCO – FRIDAY 15 OCTOBER

| Job                           | People Required |               |                  |  |
|-------------------------------|-----------------|---------------|------------------|--|
| Bins                          | Glenn           |               |                  |  |
| Float                         | Garry           |               |                  |  |
| Infants Door – 5pm            | Ann and Joan    |               |                  |  |
| Handing out Sweets            | Judith and Jane |               |                  |  |
| Refreshments Infants          | Barry           | Anna Pranata  |                  |  |
| Juniors Door – 6.15           | Ann             | Glenn         |                  |  |
| Refreshments Junior           | Judith          | Glenn         | Keith – Hot dogs |  |
| Uniform                       | Jamie Chapple   | Lucie Chapple |                  |  |
| Doors Leaving – 6.00 and 7.30 | Ann             | Glenn         |                  |  |
| Medical                       | Ann             |               |                  |  |

JOB SHEET FOR FIREWORKS – FRIDAY 5<sup>TH</sup> NOVEMBER

| JOB                       | PEOPLE REQUIRED                  |
|---------------------------|----------------------------------|
| Gates                     | Staff                            |
| Patrolling Fence          | Glenn / Keith                    |
| Bins                      | Glenn                            |
| Float                     | Garry                            |
| Glow sticks, etc          | Ann + 2 TBC **                   |
| Music                     | Colin Wallace (Glenn to confirm) |
| Lights                    | Glenn                            |
| Toilets                   | Glenn                            |
| BBQ                       | Peter E + 2 TBC **               |
| Mulled wine (by donation) | Jane and Joan                    |
| Hot chocolate/ Squash     | Judith                           |

Bramley Primary School Association  
Financial Statement - June/August 2004

|                            | Fireworks | BSA Draw      | School Trip | Treasure Hunt | Fete            | Other        | Total              |                          | Fireworks      | BSA Draw      | School Trip    | Treasure Hunt | Fete            | Other          | Total           |
|----------------------------|-----------|---------------|-------------|---------------|-----------------|--------------|--------------------|--------------------------|----------------|---------------|----------------|---------------|-----------------|----------------|-----------------|
| <b>Income</b>              |           |               |             |               |                 |              |                    | <b>Expenses</b>          |                |               |                |               |                 |                |                 |
| <b>Account Adjustments</b> |           |               |             |               |                 | -0.40        | -0.40 <sup>1</sup> | <b>Consumables</b>       |                |               |                |               |                 |                |                 |
| <b>Donations</b>           |           |               |             |               |                 |              |                    | Calor Gas                |                |               |                |               | 16.94           |                | 16.94           |
| Ladies Rotary Club         |           |               |             |               | 69.90           |              | 69.90              | Food                     |                |               |                |               | 120.76          |                | 120.76          |
| RAC                        |           |               |             |               | 40.00           |              | 40.00              | <b>Total Consumables</b> |                |               |                |               | 137.70          |                | 137.70          |
| Sports Relief              |           |               |             |               | 0.00            |              | 0.00 <sup>2</sup>  | <b>Float</b>             |                |               |                |               | 0.00            |                | 0.00            |
| <b>Total Donations</b>     |           |               |             |               | 109.90          |              | 109.90             | <b>Gifts</b>             |                |               |                |               |                 |                |                 |
| <b>Sales</b>               |           |               |             |               |                 |              |                    | Bibles                   |                |               |                |               |                 | 419.58         | 419.58          |
| Advertising                |           |               |             |               | 820.00          |              | 820.00             | <b>Total Gifts</b>       |                |               |                |               |                 | 419.58         | 419.58          |
| Balloon Race               |           |               |             |               | 75.00           |              | 75.00              | <b>Hire</b>              |                |               |                |               |                 |                |                 |
| Bar                        |           |               |             |               | 207.10          |              | 207.10             | Bouncy Castle            |                |               |                |               | 50.00           |                | 50.00           |
| BBQ                        |           |               |             |               | 539.50          |              | 539.50             | Venue                    |                |               |                | 20.00         |                 |                | 20.00           |
| Books                      |           |               |             |               | 43.20           |              | 43.20              | <b>Total Hire</b>        |                |               |                | 20.00         | 50.00           |                | 70.00           |
| Bottle Hoopla              |           |               |             |               | 78.41           |              | 78.41              | <b>Merchandise</b>       |                |               |                |               |                 |                |                 |
| Bouncy Castle              |           |               |             |               | 120.95          |              | 120.95             | Carriage                 |                |               |                |               |                 | 6.46           | 6.46            |
| Cakes                      |           |               |             |               | 153.91          |              | 153.91             | Fireworks                | 982.65         |               |                |               |                 |                | 982.65          |
| Clothes                    |           |               |             |               | 76.00           |              | 76.00              | Tombola                  |                |               |                |               | 211.64          |                | 211.64          |
| Coconut Shy                |           |               |             |               | 114.48          |              | 114.48             | <b>Total Merchandise</b> | 982.65         |               |                |               | 211.64          | 6.46           | 1,200.75        |
| Drinks                     |           |               |             |               | 56.35           |              | 56.35              | <b>Prizes</b>            |                |               |                |               |                 |                |                 |
| Entrance                   |           |               |             |               | 357.53          |              | 357.53             | Trophies                 |                |               |                |               | 18.50           |                | 18.50           |
| Goods                      |           |               |             |               | 44.26           |              | 44.26              | Prizes - Unassigned      |                | 150.00        |                | 33.89         |                 |                | 183.89          |
| Ice Cream                  |           |               |             |               | 50.00           |              | 50.00              | <b>Total Prizes</b>      |                | 150.00        |                | 33.89         | 18.50           |                | 202.39          |
| Mini Golf                  |           |               |             |               | 102.05          |              | 102.05             | <b>Services</b>          |                |               |                |               |                 |                |                 |
| Penalty Shoot Out          |           |               |             |               | 125.59          |              | 125.59             | Coach                    |                |               | 580.00         |               |                 | 435.00         | 1,015.00        |
| Raffle Tickets             |           |               |             |               | 311.05          |              | 311.05             | Printing                 |                |               |                |               | 823.54          |                | 823.54          |
| Roller Coaster             |           |               |             |               | 81.20           |              | 81.20              | <b>Total Services</b>    |                |               | 580.00         |               | 823.54          | 435.00         | 1,838.54        |
| Sand Bottles               |           |               |             |               | 98.60           |              | 98.60              | <b>Stationary</b>        |                |               |                |               |                 |                |                 |
| Splat the Head             |           |               |             |               | 25.00           |              | 25.00              | Raffle Tickets           |                |               |                |               | 18.78           |                | 18.78           |
| Table/Stalls               |           |               |             |               | 150.00          |              | 150.00             | <b>Total Stationary</b>  |                |               |                |               | 18.78           |                | 18.78           |
| Tickets                    |           | 744.00        |             |               |                 |              | 744.00             |                          |                |               |                |               |                 |                |                 |
| Tombola - Animal           |           |               |             |               | 84.85           |              | 84.85              |                          |                |               |                |               |                 |                |                 |
| Tombola - Football         |           |               |             |               | 111.50          |              | 111.50             |                          |                |               |                |               |                 |                |                 |
| Tombola - Tins             |           |               |             |               | 93.90           |              | 93.90              |                          |                |               |                |               |                 |                |                 |
| Tombola - Toiletries       |           |               |             |               | 35.25           |              | 35.25              |                          |                |               |                |               |                 |                |                 |
| Toys                       |           |               |             |               | 67.79           |              | 67.79              |                          |                |               |                |               |                 |                |                 |
| Year 5/6 Stalls            |           |               |             |               | 71.08           |              | 71.08              |                          |                |               |                |               |                 |                |                 |
| <b>Total Sales</b>         |           | 744.00        |             |               | 4,094.55        |              | 4,838.55           |                          |                |               |                |               |                 |                |                 |
| <b>Total Income</b>        |           | <b>744.00</b> |             |               | <b>4,204.45</b> | <b>-0.40</b> | <b>4,948.05</b>    | <b>Total Expenses</b>    | <b>982.65</b>  | <b>150.00</b> | <b>580.00</b>  | <b>53.89</b>  | <b>1,260.16</b> | <b>861.04</b>  | <b>3,887.74</b> |
|                            |           |               |             |               |                 |              |                    | <b>Grand Total</b>       | <b>-982.65</b> | <b>594.00</b> | <b>-580.00</b> | <b>-53.89</b> | <b>2,944.29</b> | <b>-861.44</b> | <b>1,060.31</b> |

Bramley Primary School Association  
Financial Statement - June/August 2004

**Balance of accounts**

|   |                       |                 |  |
|---|-----------------------|-----------------|--|
| Balance brought forward as of 1st June 2004 |                       |                 |  |
| Made up of Current A/C                      | £6,409.78             |                 |  |
| Cash  | £239.33               |                 |  |
|   |                       | <u>6,649.11</u> |  |
| Income (June to August, page 1)             | 4,948.05              |                 |  |
| Expenditure (June to August, page 1)        | 3,887.74              |                 |  |
| Balance Carried forward at 31st August 2004 |                       |                 |  |
| Made up of Current A/C                      | 7,566.65 <sup>3</sup> |                 |  |
| Cash  | 142.77                |                 |  |
|   |                       | <u>7,709.42</u> |  |

**2004/5 BSA Draw Details**

|                                      |                     |
|--------------------------------------|---------------------|
| BSA Draw income for 2003/4 (to date) | 780.00 <sup>4</sup> |
| Prize money July 04 - June 05        | <u>600.00</u>       |
| Anticipated profit                   | 180.00              |

**Fete Details**

| Income               |                        | Expense              |                 |
|----------------------|------------------------|----------------------|-----------------|
| Advertising          | 1,280.00               | Alcohol Licence      | 10.00           |
| Balloon Race         | 75.00                  | Bouncy Castle        | 50.00           |
| Bar                  | 207.10                 | Calor Gas            | 16.94           |
| BBQ                  | 539.50                 | Food                 | 120.76          |
| Books                | 43.20                  | Printing             | 823.54          |
| Bottle Hoopla        | 78.41                  | Raffle Tickets       | 18.78           |
| Bouncy Castle        | 120.95                 | Stamps               | 19.32           |
| Cakes                | 153.91                 | Tombola              | 211.64          |
| Clothes              | 76.00                  | Trophies             | 18.50           |
| Coconut Shy          | 114.48                 |                      |                 |
| Drinks               | 56.35                  |                      |                 |
| Entrance             | 357.53                 |                      |                 |
| Goods                | 44.26                  |                      |                 |
| Ice Cream            | 50.00                  |                      |                 |
| Ladies Rotary Club   | 69.90                  |                      |                 |
| Mini Golf            | 102.05                 |                      |                 |
| Penalty Shoot Out    | 125.59                 |                      |                 |
| RAC                  | 40.00                  |                      |                 |
| Raffle Tickets       | 311.05                 |                      |                 |
| Roller Coaster       | 81.20                  |                      |                 |
| Sand Bottles         | 98.60                  |                      |                 |
| Splat the Head       | 25.00                  |                      |                 |
| Sports Relief        | 0.00                   |                      |                 |
| Table/Stalls         | 150.00                 |                      |                 |
| Tombola - Animal     | 84.85                  |                      |                 |
| Tombola - Football   | 111.50                 |                      |                 |
| Tombola - Tins       | 93.90                  |                      |                 |
| Tombola - Toiletries | 35.25                  |                      |                 |
| Toys                 | 67.79                  |                      |                 |
| Year 5/6 Stalls      | 71.08                  |                      |                 |
| <b>Total Income</b>  | <b>4,664.45</b>        | <b>Total Expense</b> | <b>1,289.48</b> |
| <b>Net Profit</b>    | <b><u>3,374.97</u></b> |                      |                 |

**Notes**

- 1 - Additional 10p, less old style 50p when cashed at SoL Post Office
- 2 - £45.35 raised & donated to Sports Relief
- 3 - £108 included here for BSA Draw subs not yet cleared the a/c - investigating with the Bank
- 4 - Includes payments up to and including 6th September 2004