

BRAMLEY CHURCH OF ENGLAND PRIMARY SCHOOL ASSOCIATION

Tuesday 2 November 2004

Present:

Ann Berresford, Glenn Payne, Barry Fleming, Jane Glynn, Sharon Frost, Keith Goddard, Elaine Slater, Joan Shadwell, Jamie Chapple, Garry Marshall, Linsey Linn, Graham Miles

Apologies: Judith Cox, Carol Hermaszewski, Chris Edwards, Peter Treadgold.

	ITEM	ACTION
3	MINUTES of the previous meeting were read and agreed.	
4	<p>REVIEW OF PREVIOUS EVENTS:</p> <p>Big thank you from Ann Berresford to Elaine Slater for running the October Book Fair – once again a great success.</p> <p>Photos (2 October) - good turnout – 66 people – majority were happy with the black and white photos – positive change.</p> <p>Happy's Circus – (8 October) – Huge success! 451 tickets sold. Would suggest we keep limit at 450.</p> <p>Considerations for next time:</p> <ul style="list-style-type: none"> - Need to review small print in detail next time – BSA not allowed to sell items inside the tent (ice cream sales suffered). - Good response from other schools – next time approach PTA committees rather than direct to school offices. - Identify small seats at front for children only - Reserve seats (using proper notices) for School Association helpers. - Some concern that trapeze went over children's seats at front – next time leave a gap in the seats - Liability disclaimer on advertising and tickets re: responsibility. Display in tent as well - Lighting – more required - More fairground rides/stalls - Ticketing sold by name – and all numbers checked at gate – worked well - Some comments that interval too long (1/2 hour) – dictated by Circus – but if in Spring may be OK - Use Kestrel again for advertising - well plugged. - Write to Happy's Circus to get dates/rates for Spring 2006 – new show. <p>Disco – (15 October) – v good turnout from KS1 and parents. Well supported.</p>	<p>Committee</p> <p>GP</p>
5	<p>TREASURERS REPORT:</p> <ul style="list-style-type: none"> - Profit from recent events: <ul style="list-style-type: none"> - Happys Circus £1055.79 - Disco £325.81 - Book Fair £1022.96 (in vouchers) - Bulbs £108.48 - Gift Wrap £125.00 (approx) - Account Balance £8884.36 (end October) <ul style="list-style-type: none"> £126.06 in cash £290.00 in floats 	

6	<p>BUDGETING: Garry wanted to get an idea of the cash flow requirements, ie when expenses were needing to be paid out of the account and approximate cost:</p> <p>Transport for school trips – £3000 10 more trees for field - £400 Shaded area (sails) - £3000 Markings KS2 playground - £1500 to £2000 50% of cost on new clavivova (electric piano) - £1200 Rechargeable lighting equipment for outdoor events - £300 Extension lead Electrical link to PTA shed to run freezer. (All costs given are approximate).</p>	
7	<p>FORTHCOMING EVENTS:</p> <p>Newsletters – One each half term. Barry to set deadlines for ideas for each newsletter. To include sub-committee details. Barry to send dates to Jane for inclusion in minutes.</p> <p><u>FIREWORKS – Friday 5 November</u> Gates open 6.15 pm – Fireworks 7.00pm Glowtoys - 1 for £3.00, 2 for £5.00, Necklaces £1.50 Mulled wine by donation 50 p each – Cup of Soup/bag of popcorn/Fruit shoots 100 Hot Dogs/Burgers – donated by Graham 132 portions of tomato soup.</p> <p>Quiet room – parental responsibility Letters to neighbours in Moat Close and Strawberry Fields</p> <p>Help required Saturday am from 9.00am to tidy up and walk the field. Job Sheet attached.</p> <p><u>Disco – 3rd December</u> 5.00 – 6.00 KS1 6.15 – 7.30 KS2 Consider cups with lids and straws OR only half fill cups – reduce spillage. See Job sheet attached</p> <p><u>Christmas Fayre – Saturday 11 December</u> 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 local businesses to advertise, especially those who advertised in or missed Summer brochure – Claire Holliman working on: <ul style="list-style-type: none"> - Xmas menus from local pubs - The Shop (SOL) opening times - Xmas concerts </p> <p>People required to approach re: advertising in brochure or contributing to raffle. Joan and Judith agreed to phone round, Glenn would pull details together. Drawing for front of brochure from school – Ann to arrange. Claire to send Advertising pricing to Jane for minutes. Emma Goddard has list of Fayre stallholders last year.</p>	<p>BF</p> <p>JS/ES</p> <p>As many of the committee as possible</p> <p>GP/SF</p> <p>CH</p> <p>JS/JC AB</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"> - Melamine mats/coasters - Mousemats - Character bookmarks - Xmas puddings - Other soft toy similar to ‘Bramley Bear’ <p>Sharon working on Raffles – there will be 2 – one to be Raffle for the Day. Reminder for donations to be put in next school newsletter. 151/2 stalls now sold</p> <ul style="list-style-type: none"> - Usbourne Books - Sole Matters - Jewels Jewellery - Forget-Me-Not-Florist (wreaths, garlands, table decs) - Phoenix Trading – (stationery, gift wrap, cards) - PartyLite- (candles and accessories) - TipTopsy – (Preserves, jams, chutneys) - Naturally Flowers (silk, etc) - Painted Glass (vases, mirrors, tea light holders) - The Pampered Chef (St oneware, food choppers,etc) - Young & Trendy (hair accessories, fashion jewellery) - Health First (skin products, health care supplements) - Chocolates Continental - An Occasion to Remember - Virgin Vie - Candles, Wrapping Paper, cards, etc - Cards and Flower Photography in frames - Cakes and Biscuits - Pinboards, washbags, PE Bags - School tables – calendars, toy tombola, raffle <p>Keith to contact Berry Brothers re Cheese and Port</p> <p>Refreshments: - With entrance fee – Mince Pie/Cake with mulled wine/ tea/coffee.</p> <p>PLEASE SEE ATTACHED JOB SHEET FOR XMAS FAYRE FOR JOBS AVAILABLE – CONTACT EITHER GLENN OR SHARON TO VOLUNTEER.</p>	<p>AB</p> <p>CH/ES</p> <p>SF AB</p> <p>KG</p> <p>ALL</p>
8	<p>SCHOOL ASSOCIATION WEBSITE Any ideas of what to include on Website to Garry. Include notification on school events that ‘ photos taken will be used on our website’.</p>	
9	<p>ANY OTHER BUSINESS:</p> <p>Health and Safety Issues Some concern over large external events with regard to First Aid cover, toilet provision, etc. Previously First Aid has been covered by Ann Berresford and Colin Wallace – but First Aid at Work only. Glenn had contacted St Johns Ambulance - £80 per event. Maybe more than 1 event per year could attract a discount. Food and Hygiene Cert for at least one person on the committee? Elaine to contact Red Cross for cost</p>	<p>ES</p>

	<p>Glenn is contacting PTA helpline for recommendations re: numbers of toilets, First Aid cover, Fire Points, etc Ann will check up with the County regarding H&S issues. Ann reminded Committee members not to give out home telephone and addresses when on Committee business – as potential H&S issue.</p> <p>ALCOHOL ON PREMISES – permission has been given by the Governors for alcohol for Fireworks and Christmas Fayre.</p> <p>MOBILE PHONE (Pay as You Go) required for events.</p> <p>Garry to check out possibility of using a Savings Account – to check out with Charities Commission.</p> <p>Garry to check out whether a Lottery Licence is required.</p> <p>IDEAS FOR FUTURE EVENTS:</p> <p>Sub-Committee required to be set up for Summer Fete – theme required by January meeting.</p> <p>Salsa Evening – Keith to arrange for Jan/Feb 2005 Murder Mystery evening – Glenn to investigate</p> <p>Other Ideas:</p> <ul style="list-style-type: none"> - Auction of Promises - Colour Me Beautiful evening – Barry to check out costs. - Tabletop 'boot' sale – could get £5.00 per table. 	<p>GP</p> <p>AB</p> <p>GP</p> <p>GM</p> <p>GM</p> <p>KG</p> <p>GP</p>
8	<p>Next Meeting:</p> <p>Monday 10 January – 7.30 pm Bramley Inn</p>	

BRAMLEY SCHOOL ASSOCIATION CALENDAR OF EVENTS

Month	Date	Event	Reminders
November	Friday 5 th	Fireworks	
December	Friday 3 rd	Disco	
December	Saturday 11 th	Christmas Fayre	
February 2005	Friday 2 nd TBC	Disco	TBC
March 2005	Friday 11 th TBC	Disco	TBC
Spring 2005		Salsa Evening	
Spring 2005		Murder Mystery Evening	
May 2005	Monday 2 nd	Treasure Hunt	
June 2005	Friday 10 th	Family Event and Roller Disco	
July 2005	Saturday 9 th	Summer Fete	
SPRING 2006		Happy's Circus?	

JOB SHEET FOR FIREWORKS – FRIDAY 5TH NOVEMBER

JOB	PEOPLE REQUIRED
Gates	Staff x 2 Garry
Patrolling Fence	Glenn / Keith
Bins	Glenn
Float	Garry
Glow sticks, etc	Ann + Keith + Elaine + Wendy
Music	Colin Wallace (Glenn to confirm)
Lights	Glenn
Toilets	Glenn
BBQ	Peter E + Geraint Holliman + Matt Latter
Mulled wine (by donation)/Soup	Jane and Joan
Fruit Shoots/Popcorn	Barry + Linsey?
TIDY UP SATURDAY AM FROM 9.00 AM	

JOB SHEET FOR SCHOOL DISCO – FRIDAY 3 DECEMBER

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 CHRISTMAS FAYRE – SATURDAY 11 DECEMBER 10 AM – 12 NOON

JOB	PEOPLE REQUIRED
Helping set up – Friday pm/Sat am	
Doors	2 people
Refreshments	2- 3 people
Floats	Garry
Advertising	
Delivery of brochures	
Help clearing up – Sat pm	

Bramley C of E Primary School Associaton

Events 1/09/04-31/10/04

Circus Income vs. Spending

Subcategory	Total
Income Categories	
Sales	
BBQ	240.00
Drinks	80.26
Entrance	2,016.00
Ice Cream	80.00
OmniGlow	388.00
Total Sales	2,804.26
Total Income Categories	2,804.26

Expense Categories

Consumables	
Drinks	44.99
Food	55.69
Ice Cream	12.75
Total Consumables	113.43
Hire	
Entertainment	1,506.50
Total Hire	1,506.50
Merchandise	
OmniGlow	128.54
Total Merchandise	128.54
Total Expense Categories	1,748.47

Net Profit	1,055.79
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October Disco Income vs. Spending

Subcategory	Total
Income Categories	
Sales	
Entrance	359.02
Food	89.10
OmniGlow	116.95
Total Sales	565.07
Total Income Categories	565.07

Expense Categories

Consumables	
Food	18.72
Sweets	186.54
Total Consumables	205.26
Merchandise	
OmniGlow	34.00
Total Merchandise	34.00
Total Expense Categories	239.26

Net Profit	325.81
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Book Fair Takings

Cash	888.32
Cheques	621.48
Credit Cards	195.14
Total	1,704.94

Book Voucher 1,022.96

Bulb Sales

Sales	383.13
Cost	274.65
Net Profit	108.48

Gift Wrap (Christmas)

Sales	501.00
Cost	TBA

Note: We will receive a refund from OmniGlow for faulty Clowns!