

BRAMLEY CHURCH OF ENGLAND PRIMARY SCHOOL ASSOCIATION

Wednesday 18 January 2006

Present:

Ann Berresford, Karen Warburton, Glenn Payne, Jane Glynn, Garry Marshall, Chris Edwards, Joan Shadwell, Ruth Powell, Sarah Naylor, Graham Miles, Dawn Rivers, Clare Shaw.

Guest: Liz Smith

Apologies: Judith Cox, Mandy Weller, Linsey Linn, Barry Fleming, Peter Treadgold, Tim Warburton, Claire Holiman, Jamie Chapple, Richard Seaborne

	ITEM	ACTION
2.	<p>WELCOME</p> <p>Keith Goddard and Elaine Slater have stepped down from the committee, and go with our thanks and best wishes.</p>	
3.	<p>MINUTES of the previous meeting were read, agreed by all.</p>	
4.	<p>REVIEW OF PREVIOUS EVENTS:</p> <p><u>PHOTOGRAPHER SATURDAY 12TH NOVEMBER</u> Good turnout, went well.</p> <p><u>ADVENT FAIR – SATURDAY NOVEMBER 26TH</u> Good turnout. As one of the first Advent Fair's in the area – worked well. The 'surprises room' was a great success. Look to having different value options to purchase next year. Small gift boxes, gadgets went well. More advertising required around the 'surprises room'. Sarah to e-mail round some suggestions for what works well as gifts. Mulled wine not a great success – stick with tea/coffee. Claire's biscuits went down well. Move venue to Bramley Village Hall – surprise room, maybe Santa's grotto, craft tables and room for people to sit down to enjoy refreshments. Cost £22 per hour. Next year consider opening for longer. Other suggestion – to pull together a recipe book. A5 Dialcard – to be distributed mid/end Jan.</p> <p><u>DISCO – FRIDAY 9TH DECEMBER</u> Not as busy as previous disco, but around 100 children at each. Calm evening – only 4 'casualties'. The new approach with the 'Tuck Shop' worked well – less sugary sweets. Still a need to reiterate that no money required for KS1 disco, and £1 to £1.50 is enough for KS2. Flyer advertising disco to give details of cost of food. Same details to go on A1 poster for School Front Door. No more stock required. An issue arose this time with parents trying to take children into the toilets. Not happened at previous discos. Need to make signs clearly indicating that if parents wish to accompany children into the toilets they need to use the access toilet near the School Front door.</p>	<p>SN</p> <p>JG GMa</p> <p>GP</p>

<p>5</p>	<p><u>TREASURERS REPORT:</u></p> <p>Profit from recent events:</p> <table border="0"> <tr> <td>Disco</td> <td>£351</td> <td></td> </tr> <tr> <td>Advent Fair</td> <td>£1216</td> <td>(last year £1322)</td> </tr> <tr> <td>Uniform Sales</td> <td>£131</td> <td></td> </tr> </table> <p>(Dialcard and Photos still to come in)</p> <p>Account Balances</p> <table border="0"> <tr> <td>TOTAL</td> <td>£14865.25</td> <td></td> </tr> </table> <p>Receiving approximately £40 per month interest on the Reserve Account</p> <p>Garry highlighted that there will be a shortfall in the budget of approximately £2000 if the Summer Fete is not held this year.</p> <p>Karen (Chair), Garry (Treasurer) and one other to be invited to the Governors Finance and General Purposes Committee meeting to discuss financing and lettings form - Ann to organise.</p>	Disco	£351		Advent Fair	£1216	(last year £1322)	Uniform Sales	£131		TOTAL	£14865.25		<p>AB- carry forward</p>
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<p>6.</p>	<p><u>FORTHCOMING EVENTS:</u></p> <p><u>DISCO'S ON FRIDAY 3 FEBRUARY AND FRIDAY 24 MARCH</u> – job sheets attached. Some volunteers still required. Jane to submit lettings forms and risk assessments to AB.</p> <p><u>TREASURE HUNT</u></p> <p>Peter Treadgold has agreed to organise. Provisional date Bank Holiday Monday 1st May, but had previously considered changing to a weekend date? Peter to review dates and contact/discuss with Karen.</p> <p>Below some feedback from last Treasure Hunt:</p> <p>Very good weather – approx 35 families.</p> <p>Consider changing to a weekend day rather than BH to try to attract a higher attendance.</p> <p>Could publicise in Parish Magazine to encourage village participation (however has been sabotaged in previous years). Also useful to add some idea of time takes to go round.</p> <p>Other improvements could be made to ensure including younger children:</p> <ul style="list-style-type: none"> § Separate quiz for children? § Maybe Easter Egg type hunt? <p>Suggest papers are swapped at the end of the 'hunt' to speed up the marking process, plus all get to know the answers.</p> <p>Need to have an announcement at the end for the winners – otherwise seems to fizzle out.</p> <p>Could have sweets available to buy for the children.</p> <p>Also some complaints that we had run out of food, but there was a full box of burgers left.</p> <p>Job sheet needs to ensure enough people available for BBQ and clearing up afterwards, and helping to clear the bar.</p>	<p>JG</p> <p>PT</p>												

	<p><u>FAMILY EVENT/SUMMER FETE</u> Consider changing this event, maybe to an event after the KS1 Sports Day (14th June), OR a 'Party in the Park' type of event, with band, picnic, etc. Some considerations to be made around sports events at this time of year – Wimbledon the last 2 weeks in June, with finals the weekend of 1st and 2nd July. Also World Cup during June, with Final around 9th July.</p> <p>Agreed to only having one event, 15th July, as a Party in the Park. Karen to co-ordinate – sub-committee to include Chris and Sarah – other volunteers required please.</p>	KW ALL
8.	<p>ANY OTHER BUSINESS:</p> <p>Liz Smith introduced the idea of a 'Pampered Chef' Evening – 7.30 to 9.30 ish. Demonstrate kitchen gadgets and recipes. 15% of sales go to School Association. Provisionally booked for Thursday 5th October. Ruth to co-ordinate.</p> <p>Schoolbiz- Advertise in School Newsletter for someone to be the magazine editor. Need to market the School Association in a proactive way. GP to discuss with BF.</p> <p>Volunteer required to help with Uniform Sales as Lucy is unavailable until July. Dawn volunteered.</p> <p>Gary issued some access codes to more detailed information on the NCPTA website.</p> <p><u>IDEAS FOR FUTURE EVENTS: carried forward:</u></p> <p><u>Social Christmas event</u> – PTA, staff, Governors – possibly bowling? Ann asked at last Governor's meeting. Much interest, and lots of ideas.</p> <p><u>Quiz Night</u> – Garry interested in arranging.</p>	RP AB GP DR GMa GMa
8	<p>Next Meeting:</p> <p>Monday 27th February 2006 – 7.30 pm - VENUE TO BE CONFIRMED</p>	

BRAMLEY SCHOOL ASSOCIATION CALENDAR OF EVENTS

Month	Date	Event	Main Contact
February	Friday 3 rd	Disco	Jane
March	Friday 24 th	Disco	Jane
May	Monday 1 st	Treasure Hunt – Provisional date	Peter Treadgold

June	Friday 23 rd	Non-Uniform Day	Ann
July	Saturday 15 th	Party in the Park – provisional date	Karen
October	W/c 2 nd	Book Week	Ann
October	Thursday 5 th	Pampered Chef Night	Ruth Powell
November	TBC	Fireworks	
November	TBC	Advent Fair	

JOB SHEET FOR SCHOOL DISCO – FRIDAY 3rd FEBRUARY

Co-ordinated by Jane Glynn

Infants – 5.00 – 6.00 pm

Juniors – 6.15 – 7.30pm

Job		People Required			
KS1 DISCO – 5.00 UNTIL 6.00PM					
Lettings form		Jane			
Risk Assessment form		Jane			
Bins		Glenn			
Float		Garry			
Drinks preparation From 4.30 onwards	2	Joan		Clare Shaw	
KS1 Door – 4.45pm	3	Entrance Ann	Entrance Karen	Clicker Glenn	
Handing out Sweets – by 4.45pm	2	Jane			TBC
Refreshments KS1 – from 4.30pm	4	Drinks Joan	Drinks Jane	Drinks TBC	Crisps TBC
Door patrol – loos, etc	1	Glenn			
KS1 Door Leaving	2	Glenn			TBC
KS2 DISCO 6.15 UNTIL 7.30 PM					
Juniors Door – 6.15 pm	3	Entrance Graham	Entrance Jane	Clicker Glenn	
Refreshments Junior	4	Hot dogs Keith	Drinks TBC	Sales Claire H	Sales TBC
Door patrol – loos, etc	1	Glenn			
Doors Leaving – 7.30 pm	2	Graham			Glenn
Clearing up – Kitchen/ Bins/ Sweep Floor/ Toilets	All	Glenn	Jane	TBC	TBC
First Aider	1	Ann			

Helpers will be required to wear a name badge.

JOB SHEET FOR SCHOOL DISCO – FRIDAY 24th MARCH

Co-ordinated by Jane Glynn

Infants – 5.00 – 6.00 pm

Juniors – 6.15 – 7.30pm

Job		People Required			
KS1 DISCO – 5.00 UNTIL 6.00PM					
Lettings form		Jane			
Risk Assessment form		Jane			
Bins		Glenn			
Float		Garry			
Drinks preparation From 4.30 onwards	2	Joan		Clare Shaw	
KS1 Door – 4.45pm	3	Entrance Ann	Entrance Karen	Clicker Glenn	
Handing out Sweets – by 4.45pm	2	Jane			TBC
Refreshments KS1 – from 4.30pm	4	Drinks Joan	Drinks Jane	Drinks Chris	Crisps TBC
Door patrol – loos, etc	1	Glenn			
KS1 Door Leaving	2	Glenn			TBC
KS2 DISCO 6.15 UNTIL 7.30 PM					
Juniors Door – 6.15 pm	3	Entrance Graham	Entrance Jane	Clicker Glenn	
Refreshments Junior	4	Hot dogs Keith	Drinks TBC	Sales Garry	Sales Chris
Door patrol – loos, etc	1	Glenn			
Doors Leaving – 7.30 pm	2	Graham			Glenn /Ann
Clearing up – Kitchen/ Bins/ Sweep Floor/ Toilets	All	Glenn	Jane	Ruth	TBC
First Aider	1	Ann			

Helpers will be required to wear a name badge.