

**BRAMLEY CHURCH OF ENGLAND PRIMARY SCHOOL ASSOCIATION**

**Monday 2<sup>nd</sup> November 2009**

Present:

Ann Beresford, Colin Wallace, Bec Robinson, Leo Valmas, Carolann Dyson, Clare Shaw, Chris Edwards, Tim Warburton

Apologies: Sarah Cummins, Joan Shadwell, Garry Marshall

	ITEM	ACTION	DATE RAISED
1.	<b>WELCOME</b>		
2.	<b>APOLOGIES</b>		
3.	<p><b>MINUTES</b> of the previous meeting were agreed by all.                      Actions on-going:-                      Murder mystery costings to investigate                      Hospice clothing collection vs Bag2school options on cost                      Outstanding advertisers from fete booklet – check all in now                      St Georges day running next year?                      Agreed to replace white gazebo with 2 pop-up ones when in stock.</p>	<p><b>SC</b>  <b>SN</b>  <b>CS</b>  <b>CE</b>  <b>BR</b></p>	<p><b>12/1/09</b>  <b>27/4/09</b>  <b>2/11/09</b>  <b>14/9/09</b>  <b>2/11/09</b></p>
4.	<p><b>REVIEW OF PREVIOUS EVENTS:</b></p> <p><b>Disco</b> - Both discos very popular. Lots of new e-mail contact details gained and now on distribution list via Garry.                      Bec apologizes for not handing out the BSA100 Draw forms as agreed with Graham – will try another hit at the fireworks.                      150 hotdogs is maximum for sales.                      Profit £515 (up on last year)                      No comments were had re the increase on entry price.</p>		
5.	<p><b>TREASURERS REPORT:</b>                      Profit from events since last meeting:</p> <p>Account Balances                      TOTAL £ 18,259</p> <p>Profits from last month:-                      Disco £515                      Uniforms £30                      BSA100 £488                      Yellowmoon £27                      Paid out £1740 for fireworks event so far.</p> <p>Reviewed and agreed the 2008/9 accounts and trustee reports.</p> <p>Note on general budget – Author still to be confirmed – will be paid out by March, just move month on month for now.</p>	<b>GM</b>	<b>2/11/09</b>
6.	<p><b>FORTHCOMING EVENTS:</b></p> <p><b>Fireworks:-</b> Risk assessment form to complete.                      Lettings and insurance docs done.                      Helpers still needed – Any staff to help?                      Agreed not to sell raffle tickets on the night.                      Rolls to get from Costco                      New light to purchase to replace broken one.                      Toilets will be open, light above steps to be on.                      Panels up to close of remainder of school – AB liaising with Jerrir</p> <p>(fireworks continued)                      Bad weather – note out on Thursday for final decision – will go ahead if no high winds</p>	<p><b>CE</b>  <b>AB</b>  <b>CE</b>  <b>GM</b>  <b>CW</b>  <b>AB</b>    <b>CE</b></p>	<p><b>2/11/09</b>  <b>2/11/09</b>  <b>2/11/09</b>  <b>2/11/09</b>  <b>2/11/09</b>  <b>2/11/09</b>    <b>2/11/09</b></p>

	<p>Electrics required for speakers CE to liaise with CW and F. suppliers Tina Browns room to be used for quiet room First aid booked with Hart response. Glow toys arrived and pricing done. Require Mrs Simmons classroom lights on for selling additional tickets. In case of evacuation – back gate to be unlocked but not open, a marshall to be made aware in case of emergency Scott pricing booze @ £2 beer £2 wine refreshments to be sold on this stall too. Recycle bins to be brought round to playground, plus normal bins available for general rubbish. Signage to go up indicating correct bin usage. NCPTA requirements – inform police and firebrigade of event Agreed event is 100 mtrs from any 3<sup>rd</sup> party building and 25mtrs from spectators. Radios to be charged up ready for use in case of emergency. PA system required for announcing evacuation/emergency – liaise with firework suppliers. Chris is emergency contact/co-coordinator on the night. 2 people required to count money Garry and Anna available?</p> <p><b>AGM 20<sup>th</sup> Nov</b> – send out e-mail checking any other resignations other than Treasurer and secretary New Treasurer and secretary coming forward on the 20<sup>th</sup>. Query re quizmaster – Tony unavailable. (A suggestion was made after the meeting finished of just running a traditional AGM at the school and then following on at the Bramley Inn for those interested) – comments appreciated please. Advertise AGM via bookbags and posters</p> <p><b>Bag2school</b> – 26<sup>th</sup> November collection. BR available to liaise with driver for collection on the day. Blue bags to go out via pupil post when delivered to school</p> <p><b>Advent Fayre</b> – 28<sup>th</sup> November. Grotto toys ordered, raffle prizes in hand, BSA to run a couple of stalls. Stall holders booking/enquiring now. Helpers needed – request will be sent out later Raffle order forms to go out</p> <p>Recipe book – ready to go to print – looks great – good job from CS and CE. Received £200 sponsorship from Loftplan to help with costings. Agreed to purchase 100 at £1.99 each and will sell for £5 Sell prior to the advent fayre – order forms through bookbags</p>	<p><b>CE</b> <b>AB</b></p> <p><b>AB</b></p> <p><b>AB</b></p> <p><b>SN</b></p> <p><b>CE</b></p> <p><b>CE</b></p> <p><b>GM</b></p> <p><b>CE</b> <b>CE</b> <b>GM</b></p> <p><b>BR</b></p> <p><b>BR</b></p> <p><b>All</b> <b>BR</b></p> <p><b>BR</b></p> <p><b>BR</b></p> <p><b>CS</b> <b>BR</b></p> <p><b>BR</b> <b>CS</b> <b>CS</b></p>	<p>2/11/09 2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p>
7.	<p><b>AOB:-</b></p> <p>Discussed looking into other fundraising ideas; revisit the bulbs option as sales were good in previous years. Ann to send BR some previous info/contacts.</p> <p>Revisit portraits again – maybe use a more exclusive photographer / look at commission from home bookings.</p> <p>Football kits – Mekanix sponsoring – invoice Dave</p> <p>Note for next year in planning calendar the disco and residential dates don't occur too closely together.</p> <p>Bramley parish plan – should the BSA have representation? If anyone is interested then please let Bec know. Ann commented that Jeremy Fellows is a</p>	<p><b>AB</b></p> <p><b>CaD</b></p> <p><b>CW /CE</b></p> <p><b>BR / CW</b></p>	<p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p> <p>2/11/09</p>

	school governor representative so could always follow on from that.	<b>All</b>	<b>2/11/09</b>
<b>8</b>	<b>Next Meeting</b> Monday 20 <sup>th</sup> November – AGM at the school, then next committee meeting is now changed to Monday 25 <sup>th</sup> January, 8pm at the Bramley Inn		