

St John the Evangelist C of E Primary School
Home School Association
Minutes of Meeting
24th January 2007

Present:

Charlotte Moss(Chair), Tessa Farley(Vice Chair), Ceri Hickman(Treasurer), Mandy Rigby(Secretary), Michele Mead, Julie Hilborne, Lorraine Godfrey, Catherine Stephens, Simone Foote, Joanne Leeming, Samm Shepherd
Teresa Iwasiuk,

Apologies: Dave Jackson, Louise Waller, Hatti Tweedle, Nicky Jones, Nicky Kaluza

Minutes of previous meeting (8th Nov 2006)

The minutes were approved by the committee

Chairperson's Report

Charlotte welcomed everyone to her first meeting as Chair and explained how the committee works and detailed the various activities and tasks the committee undertakes during the year

Matters Arising

- Uniforms - CM showed the committee the hats that were being proposed as additional uniform and it was agreed that the knitted hat with a logo would be trialled with a minimum order for next September
ACTION: CM
- Bottle Tops - MM had investigated and as the profit would be £50 per ton (150-200 bin liners) it was agreed that it involved too much work to be a worthwhile money raiser. **ACTION: no action needed**
- Printer cartridges - CH still to investigate **ACTION: CH to investigate**
- Digital Cameras - DJ had spoken to a camera shop in Witney to see if we could get a better deal on the cameras. Following an investigation by other staff members it was found that PC World offered a better deal with a higher specification camera at £90, with the final cost coming to £120-£150 if battery chargers for each camera were included. MM and SF had contacts and would see if we could get the cost down further
ACTION: MM & SF to investigate

Treasurer's Report

Nov to date we have raised approximately £1,400 from the various events held. Street Fair - £153, Disco - £241, Christmas Fair - £872, Calendars - £150. It was agreed that the small number of calendars left would be distributed to each class **ACTION: no action needed**

Secretary's Report

MR told the committee that thank you letters had gone out to Companies that had made donations to the various events. MR also noted that our page on the school website was out of date and needed updating **ACTION: MR to speak to Mark Smith about updating**

Review of Events

In order for the events to run more smoothly next year the following suggestions were made:-

- Carterton Street Fair
 1. Prize ratio to be 1/7 or 1/10 instead of 1/5
 2. Donations to be labelled, organised and boxed in number order
 3. Stand up sign to be used to advertise the stall better
 4. Decorate table and put up fairy lights
 5. Have a basket of sweets (gold coins) as a consolation prize

- Children's Disco
 1. Parents letters to go out with a tear off section asking for helpers
 2. Drinks served should be squash not water
 3. No biscuit but a better sweet for children as they leave
 4. Glow sticks to be included in the price of the ticket

- Calendars
 1. Change the front cover
 2. Possibly launch a competition to design the front cover
 3. Organise earlier
 4. Ask parents to volunteer time to help the children with their drawings
 5. Staff would prefer to have a list of names instead of a drawing of themselves on the calendar

- Christmas Fair
 1. Committee to be aware of class stalls sooner
 2. Parents letters to go out with a tear off section asking for helpers
 3. Organise earlier
 4. Serve refreshments
 5. Hold a non-uniform day – accepting donations to make hampers, to use for raffle prizes (e.g. chocolates / tins of biscuits) instead of money

Planning next events

- Quiz Night (2nd Feb)
Hatti Tweedle and her husband are now unable to host the quiz night although they have put together a set of questions and answers that we can use. CM will ask Andy Waller if he will be quizmaster for the evening. There is no licence for this event, therefore we cannot sell alcohol. It was decided that one drink would be included in the sale price of the ticket (£2.50) and people could bring their own drinks. We will be selling soft drinks and providing nibbles on the tables. To ensure "fair play" we are limiting teams to a maximum of 8. **ACTION: CM to speak to A Waller, SF to produce tickets, CS to purchase nibbles, MM, TI help to process tickets, CM to purchase prizes and volunteers required for set up**
- Spring Disco (22nd Feb)
The disco used at Christmas and provisionally booked for Feb will be asked again for the Spring Disco. It was noted that he needed to interact better with the children and give out prizes for best dancer etc. CH agreed to talk to him and purchase small prizes. A ticket price of £2.00 was agreed to include a glow necklace, MM agreed to purchase glow necklaces. TI agreed to produce the tickets as she has them set up from previous years. The timings will be as before 5:30 – 6:15 for the younger group (doors to open at 5:20) and 6:45 -7:45 for the older group. A colouring room will be set up. Parent letters to go out with a tear off section asking for helpers **ACTION: CH to speak to disco and purchase prizes, TI to produce tickets, MM to purchase glow necklaces and volunteers required**
- Barn Dance (10th March)
This is a necklace project event, however we have been asked to run the bar, TI has offered her help **ACTION: Extra volunteers needed CM to coordinate drink supply**
- Easter Fair - (29th March)
To be held straight after school details to be arranged at next Meeting **ACTION: Volunteers needed**

Future Events

- Summer Fete
June 16th or 23rd are prospective dates. As we clashed with the RAF family day last year we will try and work around their date, CM will investigate. It was proposed to hold a non-uniform day – accepting donations to make hampers, to use for raffle prizes (e.g. chocolates / tins of biscuits) instead of money
ACTION: CM to investigate RAF dates
- Race Night (Autumn term)
DJ investigating **ACTION: DJ to investigate**
- Sports Morning and aerobics session – date to be confirmed
ACTION: no action required
- Social BBQ evening – date to be confirmed
ACTION: no action required

Web Fund Raising

This is a way of receiving a donation of money when parents purchase goods over the internet, through a specific web site that forwards you to their web page (eg ARGOS, Toysrus). It costs nothing to set up or run and donations are received quarterly. It was decided to trial for a year, SF to co-ordinate
ACTION: SF to set up

NCPTA

NCPTA is holding an event on 3rd Feb to aid and assist Home School Associations. CM and MR are to attend with a further 2 places available, CM offered the places to the committee, a decision is to be made by the end of the week **ACTION: Anyone interested to contact CM by end of week**

Any other business

100 Club - A decision will be made at the next meeting

School Link - A decision will be made at the next meeting

TF advised that due to new fire regulations we need to have safety plans in place for all future events with some committee members trained as fire marshals **ACTION: CM, MR, TI, MM, CH to attend a meeting with TF to discuss, CM to liaise with TF for date of meeting**

Date of next meeting

Next committee meeting is planned for Wednesday 28th February at 7.30 p.m.