

MINUTES OF BROOKHURST SCHOOL ASSOCIATION

Date: Wednesday 2nd November 2011

Time: 7.30pm

Venue: Brookhurst School

Attendees: Rowan Fisher, Rachel Heath, Katherine Whipp, Linda Hassall, Jane Ford, Jim Thomason, Sarah Till, Tracy Kewley, Claire Cobbold, Angela Stanton, Jo Grundy

Apologies: Gail Lindsay, Chris Bell, Morag Clarke

Agenda Item	Notes	Action & Person	Deadline Date
1. Present and apologies	As above. Jim thanked everyone for coming.		
2. Minutes of last meeting and matters arising	<u>Photos:</u> TK has sent photos of easter event, and other events, to Pat for addition to the BSA section of Brookhurst school website.	Done	Action closed
	<u>BSA Chair:</u> Discussed below		
	<u>Fireworks Actions:</u> discussed below under future events		
	<u>Christmas Pantomime:</u> discussed below under future events		
	<u>Christmas Cards:</u> RH has organised this popular fund raiser, the deadline for completed Christmas card designs is 3 November, RH will co-ordinate payment and designs. Positive response to the clear instructions provided.	Done	Action closed
	<u>Christmas Fair:</u> discussed below under future events		
	<u>Grounds Day:</u> discussed below under future events		
	<u>Wine Tasting Evening:</u> MC not present so no report on progress with this idea. Action carried over to next meeting	MC to investigate	By next meeting
	<u>Newsletter:</u> TK confirmed this would be produced before the end of term	TK	By the end of term
	<u>Corporate Responsibility:</u> RF has sent an email to all parents to ask if any parent worked at a company which had a corporate responsibility programme, whereby money or donations could be made from a company to a school to help with their fundraising activities. Only one response so far (Alex Thomason: National Grid). CC mentioned at the meeting that her company (ConocoPhillips) could provide individuals to do jobs such as ground work around the school (eg, sprucing up benches). She will investigate this. JF offered to compile a list of suitable jobs that needed doing around school, in consultation with the rest of the staff.	CC: investigate help her company can offer; JF: compile a list of jobs that need doing	2012
	<u>Time Givers:</u> RF has asked class reps to co-ordinate	RF to chase	By next meeting

	list of parents who would be prepared to give time to help at BSA events. Yr 2 list has been done. No info on other classes. It was noted that we do not have an up to date list of current class reps, and that this list of time givers should also be held centrally so that future project managers can access it.	class reps RF to compile list of time givers and make it available centrally	
	<u>BSA 100</u> : numbers have increased since last meeting; the issue of the parents whose payment had not been recorded appears to have been resolved	Done	Action closed
	<u>Baker Ross Account</u> : TK has completed the form that would give us a credit account with Baker Ross, but needs another signature on the application. A Credit limit of £250 was suggested	TK to finish application	By next meeting
3. BSA Chair	JT reiterated that he would be prepared to act as a temporary Chair until a permanent one could be found, but that his duties would be limited to chairing the meetings and circulating agendas, due to work commitments. JG said that she had been approached by somebody, but they were not present this evening. JG to speak to them again.	JG to speak to potential chair	By next meeting
4. Treasurer's Report	TK reported that a total of £3,338.85 is available to spend (this is after the £3k contingency fund we always keep). Full details in treasurer's report attached. She had a couple of questions about previous reports. AS confirmed that the £200 for wood and paint was part of the forthcoming Grounds Day. JT confirmed that the book fund of £100 a month was paid every month, including school holidays. It was confirmed that the sand and water tray has been purchased.		
5. Expenditure Requests	<p>Emma Moon, via RF, asked for an additional £267.21 to pay for playground equipment repairs in the KS2 playground, making a total of £478.70. A guarantee to be requested for any repair work.</p> <p>JF requested money to cover cost of class Christmas presents. This is something we do every year. An amount of £25 per class was agreed, for 14 classes. Total of £350. TK to provide cash in 14 separate envelopes, with class name written on each.</p> <p>TK requested money for stamps and envelopes to assist her in her role as treasurer.</p> <p>Jason Anslow: requested £100 (exact amount tbc) as a contribution towards a coach to take some children to a rugby match.</p> <p>KW: requested £1,200 for Creative Arts Week Activities for summer 2012</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>	
6. Feedback from previous events	2nd Hand Uniform Sale : £113 was made from the recent sale, with positive feedback given. This is always a good event to repeat either on its own or as		

	<p>part of events such as Christmas Fair, etc.</p> <p>September Ball: JG reported that she had complained to the Ramada Hotel about the poor service and had received £300 in compensation. It was felt that those who attended should be offered the chance of taking their share of this money, before it is added to the general BSA funds. It was decided that the best way to do this would be via the school newsletter</p>	Arrange to put info in school newsletter	By next meeting
7. Future Events	<p>Fireworks: GL reported that help was still needed for jobs on the night, most of these jobs were allocated at the meeting using the list brought by JF of teacher volunteers. Help still needed for a couple more jobs, including clearing away. If you can help please contact GL asap</p> <p>LH offered to sort out hire of the urn via ACE Catering</p> <p>Christmas Fair: to take place on Saturday 3rd December 2 to 4 pm. RH, LH offered to project manage, with CC helping; ST can help on the day</p> <p>Grounds Day: confirmed as Saturday 12th November, 9 am to 1 pm. ST offered to design a poster advertising the event to all parents. RF will distribute. Someone needed to arrange refreshments for those helping on the day.</p> <p>Christmas Panto: JG offered to call Chaplin Panto. BSA agreed to fund a visiting panto, depending on price. Teachers suggested Friday 6th January as a good date.</p> <p>Christmas Performances: volunteers needed to serve refreshments at the Foundation/Yr 1 and Yr 2/3 christmas performances. RF and others volunteered to help at these. RH volunteered to organise a rota of volunteers</p> <p>February Quiz: LH volunteered to project manage. Suggested date of 24th February. ST offered to help.</p>	<p>Contact GL if you can help at fireworks</p> <p>ST to design poster, RF to distribute, helpers needed to set up and clear away refreshments</p> <p>JG to organise panto</p> <p>RH to organise rota</p>	<p>Asap</p> <p>Asap</p> <p>Asap</p> <p>Asap</p>
8. Newsletter	Newsletter will be produced before the end of term by TK		
9. Class Reps feedback	Mandy in Foundation has produced a class list for Foundation. No other feedback.		
10. AOB	<p>CC suggested it would be a good idea to have details of how to contact BSA (eg, via Pat) on the BSA section of the school website.</p> <p>Year 3 children have said thank you for the dictionaries recently purchased for their year and have written a thank you letter, shown at the meeting.</p>	RF to speak to Pat about organising this	By next meeting

	<p>CC suggested that the BSA get a CostCo card for making savings on bulk buys in future, for events. CC offered to look into applying for one for the BSA</p> <p>The possibility of asking parents for financial donations via direct debit, parent pay, etc, was discussed. Direct Debit, where people had to actively opt out of the arrangement, was felt to be best. The reason for suggesting this is that a lot of people genuinely don't have the time to help out at events but do have the capacity to give donations. CC offered to talk to Emma Moon about how to set this up and RH offered to speak to friends at Warwick Prep, who have set up a similar arrangement already.</p> <p>TK announced her intention to simplify the BSA bank accounts from 3 to just 1 or 2.</p> <p>RF announced her intention to resign as secretary in January 2012 due to increased work commitments.</p>	<p>CC</p> <p>CC/RH to investigate</p>	<p>By next meeting</p> <p>By next meeting</p>
11. Next meeting	The next meeting will be the Annual General Meeting on Wednesday 25 th January 2012 at 7.30 pm at the school. As many people as possible to attend please.		