

SA Committee Meeting

Monday 11th September - 8pm, Beehive Pub

Present: Claire Williams, Jemma Attwooll Ware, Luke Hart, Nicola Beauvois, Jo Thomas, Sam Pearce, Abbie Forbes, Hannah, Ellie Manley, Ash, Francesca Maggiani.

Apologies: Emily Day, Gilly, Lowri, Helen, Sandra.

| Item | Notes | Actions |
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| Welcome and actions from previous meeting. | <p>Parentkind handed over to new committee but not read through it all yet.</p> <p>2 signatures needed currently, better not to have the same for payments.</p> <p>Financial returns, April 2024</p> <p>TEN for BBQ completed, school does hold PRS/PPL licenses.</p> <p>Risk assessment for BBQ.</p> <p>Jemma is Paed first aider, Nicky Gregory for adults?</p> <p>Sam has up to date list of parent reps (Reception TBC).</p> <p>Amazon wish list: cash or list to teachers? Better for SA to source and PA for requests.</p> <p>All other items from previous meeting completed.</p> | <p>Committee to read through Parentkind on website.</p> <p>Do chargers for sum up machines need PAT testing? Ask Richard.</p> <p>Jemma check PAT testing on BBQ and PA system before BBQ.</p> <p>Buy meat thermometer for BBQ.</p> <p>Check named adult first aider for BBQ.</p> <p>Abbie to speak to teachers to let them know they can request £100 per class for items.</p> |

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| <p>Welcome BBQ</p> | <p>This Thursday 14th Sept decision to go ahead or not. Decided to only cancel if forecast looks torrential.</p> <p>Gazebos - enough to borrow from parents. Maybe purchase at least one?</p> <p>Risk assessment in progress & volunteers.</p> <p>Shopping - Tesco? Costco? Jemma/Nicola can shop next week.</p> <p>BBQ & tuck shop - Sam to add slots for 7-8pm for clearing.</p> <p>Gilly organising ice lollies for BBQ.</p> <p>Year 8's to do tuck shop - OK.</p> <p>Set up - plenty of help. Someone to take lead in set-up and message BBQ team. WhatsApp group?</p> <p>All agreed prices were OK.</p> <p>Ellie asked about provision for families who can't afford the bbq food - difficult to determine.</p> <p>Same school rules apply re: scooters/bikes.</p> | <p>Message BBQ group on WhatsApp group.</p> <p>Let after school groups know we'll be setting up during clubs on Friday after school on 22nd Sept.</p> |
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| | <p>Football/Henry's, to make them aware we'll be setting up during the clubs.</p> | |
| <p>Christmas Fair</p> | <p>Hannah running this fair, with our assistance.</p> <p>Helen coming up with list of local businesses.</p> <p>Cakes - wants to make this big.</p> <p>Grotto - Father Christmas sorted, elves required (year 6 children). Ask Mrs H for reading cabin for grotto. Wet weather plan? 10 min craft, 10 min visit. £3? Ellie potentially Mrs Claus.</p> <p>Employer do match funding?</p> <p>Jo / Jemma to do craft.</p> <p>Nicola's choir TBC / A Capella group TBC Mrs Cunningham - school choir? Someone to ask.</p> <p>Gymnastics/dance show?</p> <p>Prep the night before.</p> | <p>Find elves for grotto.</p> <p>Ask Mrs H about using the reading cabin for the grotto.</p> <p>Someone to ask Mrs Cunningham about school choir at Christmas fair.</p> <p>Source bum bags for money/tokens.</p> <p>Claire to set up WhatsApp for separate Christmas fair group.</p> |

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| | <p>Claire contacted external stall holders, 2 replied so far - to pay now.</p> <p>Source bum bags.</p> <p>Cash or tokens or both? Decided both for now.</p> <p>Anyone who wants to be involved, join separate WhatsApp - Claire to set this up.</p> <p>Hannah has a list of all stalls.</p> | |
| <p>Committee updates</p> | <p>Banking - almost got full access.</p> <p>Ceilidh band booked in for May at Horfield Parish Hall.</p> | |
| <p>Second hand uniform sales</p> | <p>Last Friday of the month.</p> <p>Need volunteers for this.</p> <p>Card readers and float.</p> <p>29th September - Jo offered to help with these with Ylani, Abbie will put Jo in contact.</p> <p>Red shed second hand uniform storage needs re-organising for easier access.</p> | <p>Source volunteers for Friday sales.</p> <p>Abbie put Jo in contact with Ylani.</p> <p>Re-organise second hand uniform storage in Red Shed.</p> |

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| <p>Funding requests</p> | <p>Nate did funding for sensory room. The school bought items roughly £100 - SA to reimburse for this, all happy.</p> <p>No other funding requests so far.</p> <p>Mrs Burke's tree - £60 promised for this. Mrs Friesner will be in touch with funding requests for garden and tree money.</p> | <p>Allocate funds to the requests.</p> |
| <p>Reception new starter bags</p> | <p>Some were well received, but maybe needs a better explanation.</p> <p>Approx £30 cost + drinks voucher (maybe £60 more) so £90 total.</p> <p>Next year, write on the poem that the drinks token is for SA events, eg BBQ.</p> <p>Sharpie pens an idea for next year (for writing names on items).</p> | |
| <p>Gift aid</p> | <p>All cash, small donations (under £30) can claim gift aid.</p> | |
| <p>Christmas card designs</p> | <p>Jo volunteered to do this, Sam will explain this. For children to complete at home.</p> | <p>Sam to explain process to Jo.</p> |

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| AGM agenda planning | <p>Monday 16th October, 8-10pm at Beehive.</p> <p>Sounds inspiring room used previously. Could be a good opportunity for Reception parents to get involved?</p> | |
| AOB | <p>Tesco blue token pot discussed.</p> <p>Non-uniform days still go ahead despite the termly house winner non-uniform day.</p> <p>Bake sale - Ellen to do these, once a month (starting Monday 9th October, not in December due to school fair). Float and card machines needed. People can Paypal if they don't have money. Ellen will make a poster/advertise etc. Each year group per bake sale, money to go directly to the year group.</p> <p>Christmas books are bought. Some left over books in the red shed.</p> | |
| Date of next meeting | AGM is the next meeting on 16th October. 8-10pm at Beehive. | Claire/Jemma to reserve spaces at Beehive before meetings. |

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| | Next SA meeting Monday 13th November at Beehive. | |
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Signed by Chair: Claire Williams

Date: 14/09/2023