

Minutes of Norwood School Association

School Year 2009/2010

Meeting Number 1

Held on Thursday 1st October 2009

Present: Tracy Christie, Mark Betambeau, Brenda Chilvers, Vicky Wilson, Deborah Reynolds, Sam Mason, Jane Swift, Debbie Smith, Michelle Gavin, Zoe Fenwick, Helen Buxton, Annie Gill, Tracy Stancer, Kathryn Ludlow

Apologies: Claire Scane, Lisa Allpress, Victoria Bowyer, Caroline Rickards, Sarah Betambeau, Julie Gibbs

Courtesy Copies: Karen Cowling, School file

MINUTES

Action

- **Treasurer's Report**

Current Account = £185.67

Petty Cash account balance = £48.59

Deposit Account balance = £6,878.23

From the current account we have purchased a £10 gift voucher for accountant.

From petty cash we have paid £2 for 200 plastic cups for the disco and £1 for face paints for the Christmas fayre

Dates in diary

- Thursday 22nd October - Halloween Disco
- Thursday 11th February - Valentine's Disco
- Tuesday 20th July - Leavers Disco

The following dates we could sell teas, coffees etc :-

- Thursday 4th February - Norwood's Got Talent
- Thursday 25th March - Curriculum Evening
- Monday 26th April - Sports Day (Or any day that week it is not raining!!)
- Monday 24th May - Country Dancing (Or any day that week it is not raining!!)

Summer Fayre date is to be confirmed when we know what is happening with the world cup

• **Halloween Disco - Thursday 22nd October 2008**

Tracy has booked Zig - Zag at a cost of £120.00. A contract has been signed by Tracy.

A letter and poster will need to go out by the 9th October.

It was decided to make both the discos fancy dress although optional. Cost will be £1.50 per child.

Need approx 30 pizzas, biscuits, crisps and squash. Annie, Helen and Tracy S offered to purchase the food and drink. Zoe will reimburse when she receives the receipts.

Pizza boxes are also required - about a dozen.

Jane Swift offered to switch on the oven at approx 2:30

It was suggested that the hall could be decorated for the discos. Sam offered to ask Bev at Fun blast if it would be possible for them to do something for the disco.

Setting up from 2:30 and KS1 3:30 until 4:30

Helpers

Michelle
Helen B
Annie
Zoe
Kathryn
Helen R
Tracy C

KS1 4:30 until 6:00

Helpers

Brenda
Helen B
Annie
Zoe
Kathryn
Helen R
Tracy S
Tracy C

Jane Swift is a first aider and will be at both discos. Michelle Gavin is a qualified nurse and is due to take her first aid training again in few weeks and will ask for it to include paediatrics.

Zoe will obtain class lists from Karen Cowling ready to tick off who's paid. The KS1 lists will be given to the teachers on the day to tick off those attending to ensure that we know which children we are responsible for.

Tracy C will tick off the KS2 at the hall door before they enter.

Zoe will provide the change for the float

Caroline

**Annie,
Helen,
Tracy S,
Zoe**

Jane

Sam

**Michelle
Helen B
Annie
Zoe
Kathryn
Tracy C**

**Brenda
Helen B
Annie
Zoe
Kathryn
Tracy S
Tracy C**

**Jane,
Michelle**

Zoe, Jane

Tracy C

Zoe

<ul style="list-style-type: none"> • Fund raising idea for this term <p>The idea of raising funds by the children drawing a picture of themselves and these pictures are then placed on a coaster and sold at a cost of £3. We make 60p per coaster. In addition parents can order aprons, mouse mats, shopping bags, and tea towels and we make £1 on these items. These cost between £6 and £7.</p> <p>Tracy C to contact to see if they can be ready for the consultation evenings 20th and 21st October (They can) and ask for samples of the other items so that parents can see the quality etc.</p> <p>Debs to ensure that the children undertake the drawings.</p> <p>Tracy C and Julie will co-ordinate the posting of the art work.</p> <p>Everyone to man the stalls and take the orders at the consultation evening when appt times are known. This is to be co-ordinated by email.</p>	<p>Tracy C</p> <p>Debs R Caroline</p> <p>Tracy C Julie</p> <p>ALL</p>
<ul style="list-style-type: none"> • Christmas Fayre & KS1 party dates <p>A discussion was held and a vote taken and it was decided that the Christmas Fayre is to be held on Friday 4th December 2009, between 3:30 and 6:30. The raffle draw will be held at 5:45 and then from 6pm until 6:30 pm we will sing carols. Some just the school choir and some with everyone joining in. Debs said that the children will be able to be more involved in the setting up of the fayre.</p> <p>Debs is to put a notice on all newsletters mentioning the date of the fayre.</p> <p>The KS1 party dates are to be confirmed.</p> <p>Jane and Caroline are going to approach Reverend Deverell about being Santa. Helen is going to ask her father who is a policeman if he can do it too.</p> <p>Tracy C reminded everyone that Santa and the committee need to be CRB checked. All forms can be obtained from the school office</p>	<p>Debs</p> <p>Debs</p> <p>Jane Caroline Helen</p> <p>ALL</p>
<ul style="list-style-type: none"> • Grotto presents <p>Tracy C is going to order a selection of items from Baker Ross / Yellow Moon up to the value of £1. She is also going to order some "I visited Santa today" stickers.</p> <p>Jane is going to look in restore for top up presents or lucky dip prizes</p> <p>Sam Mason is going to look at the work for the book people as we need 90 books for the KS1 party at approx £1 each. Tracy C to look online.</p>	<p>Tracy C</p> <p>Jane</p> <p>Sam Tracy C</p>

<ul style="list-style-type: none"> Christmas raffle tickets <p>Sam Mason is to ask BGL group if they would like to donate some money to our raffle. It was agreed that we would either purchase a laptop or a LCD TV as 1st prize.</p> <p>Tracy C is going to mail out donation request letters and will circulate the mailing list for everyone to see. If anyone has any other names and addresses to add please forward address and contact name if there is one to be added to the list.</p> <p>Raffle tickets need to be ordered in half term week.</p> <p>A 'begging' letter is to go out to parents requesting any contacts/donations which would be suitable and beneficial to our fundraising.</p>	<p>Sam</p> <p>Tracy C</p> <p>Tracy C, Zoe</p> <p>Caroline</p>
<ul style="list-style-type: none"> Fundraising targets for the year <p>The governors have approved the laying of an all weather surface underneath the play equipment. This could cost approx £2,500.</p> <p>Debs and Jane said that the school would like a bank of 6 ACER notebooks (or mini laptops) in each classroom. Mrs Reynolds showed the committee one and the committee all agreed that they looked like a good idea. These cost approx £150 and therefore the committee will need to raise £6,100. With the funds left after the laying of the surface the committee agreed that this was an achievable target.</p> <p>Debs also said that the school would like to purchase a PA system (we have been borrowing one from Gunthorpe school for the country dancing/ summer fayre etc.) Michelle Gavin said that her husband was in a band and may have one he can lend to the school. Michelle and Debs to liase. Debs is also going to find out how much a PA system costs</p>	<p>Michelle Debs</p>
<ul style="list-style-type: none"> Any Other Business <p>The Bank Account needs changing as Debbie and Kathryn have both left and need to be replaced on the cheque book. We can have 4 signatories on the account and all cheques must be signed by any 2. It was decided that we will remove Debbie and Kathryn and add Michelle and Zoe</p>	<p>Zoe Debbie S</p>
<ul style="list-style-type: none"> Date for Next Meeting <p>Monday 2nd November at 7:30 pm</p> <p>And Monday 23rd November at 7:30 pm</p>	<p>ALL</p>