

# Minutes of Norwood School Association

School Year 2009/2010

## Meeting Number 5

Held on Monday 22<sup>nd</sup> February 2010

**Present:** Tracy Christie, Brenda Chilvers, Jane Swift, Zoe Fenwick, Helen Buxton, Annie Gill, Katherine Ludlow

**Apologies:** Caron Hodgson, Caroline Rickards, Michelle Gavin, Victoria Bowyer, Sam Mason, Julie Gibbs

**Courtesy Copies:** Deborah Reynolds, Karen Cowing, School file

### Matters Arising

- The Summer Fayre is in fact 19 June and not 19 July as stated in the last minutes.
- An alternative photographer is being looked into.
- Mother's Day celebration assembly has been changed to 11 March.
- Requests for a Reception Nativity DVD have been received well. There is however a problem with copying the DVD. Jane will look into this.

Jane

### MINUTES

### Action

- **Treasurer's Report**

Current Account = £2,369.51

Petty Cash account balance = £195.09

Deposit Account balance = £4883.57

In:

Yellow Moon commission - £31.39

Coop Visa card commission - £33.66

Valentine's Disco - £396.00

Out:

Refreshments - £42.22

Petty Cash - £13.67

Refreshments - £22.74

Disco - £120.00

Income:

Valentine's Disco -

- Entrance - £114.05

- Refreshments - £110.66

Norwood's Got Talent night -£52.69

Fence Meeting - £6.13

<ul style="list-style-type: none"> <li>• <b>Race Night</b> - Ian Chilvers joined us for this section of the meeting. It was decided that we would have 8 races during the evening. The evening would start at 6.45 for an explanation on how the evening would work. Three races would then start off the evening and then there would be a break at 8.00pm when the supper would be served. The evening would finish around 10.00pm. The races would be projected from DVD onto the big screen in the hall. Ian would do a recky beforehand. The white board at the back of the hall would be used to write down the odds. A poster will be produced to advertise the event and a booking form by the end of week commencing 22 February. Jane would find out prices of fish and chips and sausage and chips and relay these to Helen.</li> </ul> <p>Brenda, Helen, Tracy, Jane, Michelle, Annie have all volunteered to help but more helpers are definitely needed for the night.</p> <p>A float would be required for the evening.</p>	<p><b>Jane/Helen</b></p> <p><b>NSA Committee</b></p> <p><b>Zoe</b></p>
<ul style="list-style-type: none"> <li>• <b>Mother's Day - flowers and refreshments</b> Mother's Day assembly has now been moved to 11 March (diary misprint!). Helpers are needed to serve tea and coffee.</li> </ul> <p>Caroline's mum to be notified of the change of date for the flowers.</p>	<p><b>Annie Katherine</b></p> <p><b>Caroline</b></p>
<ul style="list-style-type: none"> <li>• <b>Easter Egg Raffle</b></li> <li>• Poster needed for each class to be up by 19 March.</li> <li>• 14 eggs are to be purchased. 2 per class as prizes.</li> <li>• Tickets to be 20p each to be on sale Monday 22<sup>nd</sup> March - sold in the classroom and will be drawn in Assembly on 26 March.</li> <li>• The cupboard will be checked to make sure we have enough tickets and if not they will be purchased.</li> </ul>	<p><b>Helen</b></p> <p><b>Zoe</b></p> <p><b>Jane</b></p> <p><b>Annie</b></p>
<ul style="list-style-type: none"> <li>• <b>Summer Fayre - 19 June 2010</b></li> <li>• Donations - Companies will be written to by 12 April to see if they will donate anything, Warren will ask Royal Mail if they are willing to give us anything.</li> <li>• Raffle tickets - these will be ordered once we know what prizes we can offer and in any case they will need to be ordered by 26 April.</li> <li>• Bouncy castles - Caroline was awaiting details from Restore. Annie will look into a supplier she has used in the past.</li> <li>• Fairground rides - Jane's contact has some swings that they could let us have, they would let us have a percentage of the profits. If we needed transportation of anything bulky on the day Karen's husband would be able to help.</li> <li>• Hamster ball - Caroline is looking into this.</li> </ul>	<p><b>Tracy</b> <b>Zoe</b></p> <p><b>Tracy</b></p> <p><b>Caroline</b> <b>Annie</b></p> <p><b>Jane</b></p> <p><b>Caroline</b></p>

<ul style="list-style-type: none"> <li>Advertising - it was decided it was a good idea for us to advertise in "Spotlight" - the local Werrington/Gunthorpe admag. We would look into putting the fayre in there. Also putting a newsletter in there generally regarding the school. A leaflet drop was thought to be a good idea and would be produced on A5 paper. Also advertise in the ET with a follow up in the diary dates column.</li> <li>Food - it was agreed that we would have a bar-b-que again and also explored the idea of selling ice cream scoops with sprinkles and sauce.</li> </ul>	<p><b>Helen Tracy Annie</b></p>
<ul style="list-style-type: none"> <li><b>Review of Valentine's disco</b></li> <li>First and foremost the children enjoyed it!</li> <li>The tables at the back of the hall did not work at the first disco with the parents sitting on them!! They were better for the second disco however.</li> <li>The disco was expensive for what he did. It was discussed about getting someone in to do a disco and then someone else to do some dance moves for the children. Brenda to look into this.</li> <li>There were not nearly enough helpers and it was decided that this should be better managed in the future.</li> <li>A huge number of Year 6 pupils were using mobile phones throughout the evening and whilst they wouldn't be banned for the leaver's disco (because of taking photographs for their last disco) they would be banned for all others.</li> </ul>	<p><b>Brenda</b></p>
<ul style="list-style-type: none"> <li><b>AOB</b></li> <li>Parents Evening teas and coffee. Helpers were needed to serve tea and coffee. A list would be sent round with 30 minute slots and NSA members and helpers will be asked to help out.</li> <li>Chartermark were coming in to School on 15 March and the school needed some parents to volunteer to come in and talk to them.</li> <li>Cups - Katherine has found a supplier who charged £33 for 3,000. It was agreed that she should go ahead and purchase them.</li> <li>A letter would go out to parents before Easter asking them for all manner of donations. List to be compiled.</li> </ul>	<p><b>Helen Helen Annie Katherine  Tracy Helen</b></p>
<p><b>Dates in diary</b></p> <ul style="list-style-type: none"> <li>Thursday 11<sup>th</sup> March - Mother's Day assembly</li> <li>Friday 19<sup>th</sup> March - Race Night (TBC)</li> <li>Thursday 25<sup>th</sup> March - Curriculum Evening</li> <li>Monday 26<sup>th</sup> April - Sports Day (Or any day that week it is not raining!!)</li> <li>Monday 24<sup>th</sup> May - Country Dancing (Or any day that week it is not raining!!)</li> <li>Friday 11<sup>th</sup> June - Dress Down Day</li> <li>Saturday 19<sup>th</sup> June - Summer Fayre</li> <li>Tuesday 20<sup>th</sup> July - Leavers Disco</li> </ul>	

Date of Next Meeting - 12 April 2010 - 7.30pm