

Minutes of Norwood School Association

School Year 2009/2010

Meeting Number 2

Held on Monday 2nd November 2009

Present: Tracy Christie, Mark Betambeau, Brenda Chilvers, Deborah Reynolds, Jane Swift, Caroline Rickards, Michelle Gavin, Zoe Fenwick, Helen Buxton, Annie Gill, Kathryn Ludlow, Caron Hodgson, Julie Gibbs

Apologies: Victoria Bowyer, Sam Mason, Claire Scane

Courtesy Copies: Karen Cowing, School file

Matters Arising

- Forms have been signed and returned to N&P for changes needed to bank account
- CRB checks - please ensure that all committee members have an up to date CRB check for Norwood School. If not please see Karen in the office for relevant forms to be completed. Tracy to give Karen a list of members for checking.

ALL &
Tracy

MINUTES

Action

- Treasurer's Report**

Halloween Disco raised £230.76 an increase of £87.59 well done everyone! Ticket sales were up this year.

Current Account = £877.53

Petty Cash account balance = £11.89

Deposit Account balance = £6,378.23

£500 was transferred to current account to pay for Halloween disco.

- Coasters**

Tracy & Annie to complete the coaster order. There are still some outstanding so a letter will be sent out to all parents/carers reminding them that they are still available to purchase.

Zoe to bring cheque book in to complete order.

Tracy &
Annie
Debs &
Jane
Zoe

- Dress Down Day - Friday 27th November**

The pre-Christmas Dress Down Day will be on Friday 27th November.

Letters & posters to be sent out asap with request for donations on.

It was decided that the children would be allowed to wear their party clothes on the day of the Christmas Fayre too as a reminder that the fayre is taking place on a Friday! School to organise this.

The children will be designing the posters for the fayre as part of a competition - again to help remind them that the fayre is on a Friday!

Help will be needed on Monday 30th November to help sort through the donations

Caroline

Debs &
Jane

ALL

<ul style="list-style-type: none"> Christmas Fayre Confirmation is needed from Reverend Deverill for him to play 'Santa' at the fayre. 1st prize in the raffle will be a 15.4" (!) LCD TV & DVD Freeview ready TV which Tracy has purchased. Zoe's husband Warren has been given £100 'one-for-all' vouchers donated from his work, Parcel Force. So 2nd prize will be £50 worth of vouchers with 3rd prize being something purchased from the other £50 of vouchers. Zoe to organise. Tracy has ordered the raffle tickets. Annie to collect when ready Help will be needed to prepare and send the tickets out Tickets are to be returned to school by Wednesday 2nd December Poster needed to send to press - asap! Tracy to fax Begging letter needs to be checked and sent to school Mark to put up roundabout signs. New ones to be made and banner changed to read 'Friday' (because that's when the fayre is!!) 	<p>Caroline</p> <p>Zoe</p> <p>Annie ALL</p> <p>Caroline Caroline Mark/ Caroline</p>
<p>Times have been changed - carols to be sung at 5:45pm till 6:15pm with the raffle and auction board announced from 6:15 - 6.30pm.</p>	
<ul style="list-style-type: none"> Grotto - Brenda has a gazebo which she will bring to school so we can erect it in year 6 classroom to check it fits! Tracy has ordered the stickers Refreshments - Caron & Helen to be "Champions" of the refreshments. The usual - tea, coffee, cakes etc. It was also discussed about providing hot food i.e. jacket potatoes, soup. Everyone agreed this would be a nice idea as the fayre will be held over dinner time for most and to offer hot food would ensure families stayed for the duration. 	<p>Brenda</p> <p>Caron & Helen</p>
<p>UPDATE: Caron has spoken to Debs regarding using the school kitchen to prepare and serve the hot food and this has been agreed. Caron will organise the preparation of the food and supply of ingredients hopefully by gaining a 'donation' or HUGE discount from her workplace. Thanks Caron!</p>	<p>Caron</p>
<ul style="list-style-type: none"> Craft Zone - ideas needed for craft zone. Brenda & Caroline to man? Stall ideas - Debs & Jane had a long list of possible ideas including 'Hunt the reindeer', 'bean bag ladder' and 'play your cards right' which we already have. Tracy has brought a 'Hook a duck' from Yellow Moon. It was also discussed that tokens were brought from an adult beforehand to pay for stalls rather than the children having to deal with money. 	<p>Brenda & Caroline</p>
<p>It was decided that the children would run the game stalls whilst holding a competition to see which year group could raise the most money. The winning year would keep the money and decide what they would like to spend it on for their class. School to organise. It was also decided that we would ensure the NSA kept the most profitable stalls. List of stalls to be issued nearer the time.</p>	<p>Debs & Jane</p>
<ul style="list-style-type: none"> Face painting - Tracy to ask Mrs Williams if she would be happy to carry on this role. It was also discussed about nail painting as we have lots of varnish to be used up! Year 6 may be involved in this? Fairies - Debs to speak to Rachel Cotton (yr 6). We will need 6 fairies doing ½ hour stints. Cake plate - plate for each child with poem on. Caron to ask work if they could donate 210 plates 	<p>Tracy</p> <p>Debs</p> <p>Caron</p>

<ul style="list-style-type: none"> • KS1 Christmas party <p>Jane confirmed the date for KS1 party - Tuesday 15th December. Tracy has ordered the presents Reverend Clive Deverill has kindly agreed to be Santa. It was also mentioned that in previous years a photographer has come in and taken pictures of the children during their Nativity and then sold to the parents/carers. Unfortunately the parent who used to do this has left. Jane was keen to see if anyone else could carry this on. Michelle knows of someone who she will approach. (If not Caroline will do it)</p>	Michelle
<ul style="list-style-type: none"> • AOB <p>Claire Scane has sent her resignation in. Claire will still be able to help out at fayre's etc. Thank you Claire for all your support over the years. Nat West bank have donated 20 ceramic pigs - anyone got any ideas what we could do with them???</p>	ALL
<ul style="list-style-type: none"> • Date for Next Meeting <p>Monday 23rd November at 7:30 pm</p>	ALL
<p>Dates in diary</p> <ul style="list-style-type: none"> • Friday 4th December - Christmas Fayre • Thursday 11th February - Valentine's Disco • Tuesday 20th July - Leavers Disco <p>The following dates we could sell teas, coffees etc :-</p> <ul style="list-style-type: none"> • 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!!) <p>Summer Fayre date is to be confirmed when we know what is happening with the world cup</p>	