



## **ASHLYNS SCHOOL ASSOCIATION**

### **Minutes of Meeting held on 23 January 2020**

#### **Present**

Dhrooti M (Chair), Ellie J, Angela D, Mark B, Liz H, Andrea W, David W, Nicola A, Alison H (Secretary).

#### **1. Welcome and Apologies**

Apologies were received from Julie Y, Gary I, Helen C, Sarah E, Jo H.

#### **2. Minutes of meeting held on 20 November**

These minutes were approved. There was no meeting in December, however at the informal social, Gary I and friends had agreed to organise the family area at the 2021 Festival.

#### **3. Financial Update**

Ellie gave a financial update following recent ASA events (more information is under item 7):

- a. Festival of Light raised £1,618.35, which was slightly up on the 2018 figure.
- b. Santa's Sleigh had raised £300. In 2018, it had raised £230.
- c. Mince pies and mulled wine after the Carol Concert raised £60.30. Andrea confirmed that the cost of the alcohol licence would be borne by the school.

For some agreed allocations, invoices were still awaited (miscellaneous science equipment and chapel blinds). The blinds would cost £1154.70, plus £22.50 delivery.

#### **4. Feedback on previous events**

##### **a. Festival of Light – 24 November**

This had gone well and both tombolas were constantly busy, with both selling out. Links for volunteers to sign up had worked well. In future years, parents should be reminded that the drinks donated did not need to be alcoholic, as this required a parent to bring the bottles to school. It was suggested that some local businesses might be prepared to receive donations on the ASA's behalf if it increased their footfall.

##### **b. Santa's Sleigh – 3 December**

It was noted that the takings were divided equally between all participating charities, irrespective of the day and location of collection.

##### **c. Carol Concert – 15 December**

Donations of mince pies and mulled wine were down on 2018, but fewer people stayed after the service, so there had been enough. There had not been a raffle - this may have been a factor. It was suggested that raffle tickets could be sold at the craft fair with themed hampers full of donated items as prizes. Donations could be linked to house points. **Liz** offered to see if she could get a group together to make up hampers. **Dhrooti** would arrange an appeal for unwanted Christmas presents.

### 5. Funding allocations

The ASA had **£19,257.20** to allocate. Bids for funding had been received and were determined as below:

1. Language department (£924 for two plays – one in French and one in Spanish; £681 for 65 French/Spanish dictionaries; and £79.80 for 2x visualiser (similar to a OHP) for live marking and writing.) **All approved.**
2. PE department- an athletics facility including all-weather track and long jump pit on Hilltop side (original quotation of £95,000 to £100,000). It was noted that the athletics facilities were very neglected, but unlike the gym or the Astro pitches, expenditure on them would not be offset by a revenue stream. The committee **decided not to agree a funding allocation at this stage**. It was likely the school would need to apply for a grant and match fund it.
3. Technology department – request for a 3D printer @£7,034. **Approved.**
4. An upgrade to the chapel sound system – further investigation required to see if the existing one can be fixed and if not, what the resultant cost would be. **Mark** will arrange for Pete Freeman to do an independent review in the first instance.
5. 5 x reading pens for dyslexic children to sit exams @£180 each. **Approved.**
6. A glass notice board for the ASA was suggested – no decision taken.

### 6. School update

Year 7 would be planting the 420 trees from the Woodland Trust, due for delivery by mid March. A brief assessment had been carried out on school gardens, including the LRC. **Mark**, **Becky Lambert**, **Dhrooti**, **Alison** and **Julie** would meet separately to discuss how to take forward. The school had at least £350 of Woods vouchers. **Alison** had a contact at Woods who had helped with the supply of plants for a garden at Greenway School.

The fence at the front was in place, but not quite finished.

There had been a flood – the ASA stores of plastic glasses had been affected. Plastic storage boxes may be required.

### 7. Updates on upcoming events

The school (26-28 March) anticipated charging between £10 and £12 for tickets, for the production possibly with an £8 concession. There would be four performances, each seating 200, so the tickets would raise in the region of £8000. **The Committee agreed to donate an initial £500** for props and costumes – these could subsequently be used for the Halloween disco.

**Jo H** was considering the food provision. **Julie** had offered to organise and run the bar. **Andrea** would sort the alcohol licence. A sub-committee would be required to take forward the planning.

## 8. Festival

A debrief was still needed for core members (Mark, Ellie, Julie, Andrea, Chris (security) Adam and Dhrooti). Before the Festival 2021 launch at the school production, a new sponsorship pack, agreed early bird offers and stall holder forms were required.

## 9. ASA 100 Club

The draw took place. The winners were:

1st Prize – Rachel Bray, 2nd Prize – Anne-Marie Barsby 3rd Prize – Giselle Okin.

## 10. AOB

- Nicola Andrews will take over managing the volunteers email group if Beth cannot. Nicola to liaise with Julie.
- The ASA had approved by email a request from the English department to fund a Handelbards production of Macbeth (£950) scheduled for 10 July - noted.
- Amazon Smile – Sarah Edwards has registered ASA as the charity (same as easy fundraising). Sarah was asked to provide a form of words for Andrea to send to staff reminding them to nominate the school when they make a purchase.
- A Business 'Quick Deposit form' was signed by two trustees.
- The website needed to incorporate the paypal giving fund details.
- The meeting discussed whether a meeting every month was a necessity. It was felt that sub-teams – set up to lead on specific events – could meet as required and then update the full ASA, reducing the frequency of ASA meetings.
- The idea of a newsletter was discussed. The minutes – though necessary – were probably not often read in full and a shorter, punchier newsletter could convey key messages, such as upcoming events, funding allocations etc. Agendas would be sent out well in advance of meetings, so as to allow people time to get involved or put forward ideas.
- ASA minutes would be published on the website, but slightly redacted to remove surnames of Committee members.

### **Dates of future meetings:**

- Wednesday 26 February 2020 – 7.30pm – School
- Tuesday 17 March 2020 – 7.30pm – Pub
- Wednesday 20 May 2020 – 7.30pm – School

### **Post meeting note**

The Chair and Treasurer of the ASA formally resigned on 26 January 2020. These vacancies will be discussed at the next meeting. Given the work involved in the roles, it is possible that they could each be shared between two people. This would also help with succession planning.