



## **ASHLYNS SCHOOL ASSOCIATION**

### **Minutes of Meeting held via Zoom on 13 July 2020**

#### **Present**

Gary I (Chair), Dhrooti M, Suzanne M, Helen C, Angela D, Andrea W, Rob D, Liz H, David W, Alison H (Secretary).

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

Apologies were received from Sarah E.

#### **2. Accounts update including trustees and bank signatories**

- Dhrooti and Gary had received letters from HMRC confirming their registration as trustees.
- Paypal still needed sorting – this was expected imminently. Suzanne would be the master contact and could then add others.
  - Additional (6) contactless readers to be costed
- The two quizzes raised a combined £184.
- The ASA stock cupboard had out of date items which needed to be written off. Gary and Helen would provide a list of items to Rob to update the accounts.
- The school finance team would facilitate Addams Family production ticket refunds. The ASA would transfer funds to school and school would write individual cheques.
- Signatories were not yet sorted due to delays at the bank. NatWest would send an invitation to Rob, Dhrooti and Gary shortly to request their identity documents.
- ASA accounts needed to be kept for six years. School can provide storage space for these in the archives. Alison W, a contact of Helen's had agreed to audit the ASA accounts at no cost to the ASA.

#### **3. School update**

There was nothing to report other than that a 'normal' return in September was being planned.

#### **4. Update on any requests for funding**

Invoices for language dictionaries had been received, but other allocations were outstanding.

#### **5. July 100 Club draw**

The 100 club raised c £500 for the ASA this year. There are 43 members currently. The July draw will be in school on 15 July. The August draw will be done in September on return to school.

**Action - Angela**

#### 6. DBS Checks

Gary would speak to Jane at school about who in the ASA needs to be DBS checked. **Action - Gary**

#### 7. Stock Cupboard

A stocktake had been undertaken and the cupboard was in very good order. School premises staff would be in over the summer to facilitate a further stocktake on festival items. **Action – Dhrooti/Gary**

#### 8. Year Books

All sorted.

#### 9. LRC garden

Andrea would chase up with Martin. School will be open over summer for gardening to take place. **Action – Andrea**

#### 10. ASA Constitution

This was to be agreed at the AGM. Mr. Shapland would consider the revised version alongside the previous version, which Gary would send to Andrea. **Action - Gary**

#### 11. Good as New Uniform sale (23 July)

Beth K would send out a sign up link for helpers once the number required was finalised. **Action Dhrooti/Gary**

#### 12. ASA Newsletter

Dhrooti would do a newsletter to be attached to the T-bulletin. **Action – Dhrooti**

#### 13. Future events

- Festival – it was agreed that a tentative date should be set. **Action – Dhrooti/Gary**
- Craft Fair- a decision would be made in mid-September as to whether this could go ahead.
- Santa Sleigh – The Round Table has asked if anyone is available to take on the organisation. Gary will reply to confirm support to participation in the event. **Action - Gary**
- Christmas tombola (Festival of Light) – it was agreed we would support this.
- Christmas hampers – there are 7 crates of donations in the cupboard. Liz is happy to coordinate. A drop off could be held at the uniform sale. **Action – Dhrooti/Liz**

#### 14. AoB

- Liz would investigate the wine tasting event that Chesham Grammar had held.
- AGM date to be agreed for October 2020.