



ASHLYNS SCHOOL ASSOCIATION

Minutes of Meeting held on 26 February 2020

Present

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

1. Welcome and Apologies

Apologies were received from Nicola A, Charlotte W, Beth K, Jo H.

2. Minutes of meeting held on 23 January

Approved. An action log would be created as a result of the meeting and maintained going forward.

3. Financial update

Ellie had sent a written finance update. The 2018/19 Charity Commission return was complete. The ASA had £10,462.98 left to allocate for 2019/20. The minibus was ready and awaiting collection. There were £350 of Woods vouchers available for the LRC garden.

4. Appointment of Co-Chairs, Treasurer/s and Trustees/ Constitution of Committee & roles and responsibilities

Dhrooti and Gary were appointed as co-chairs and trustees of the ASA. Alison was appointed as a trustee. The new Treasurer would also have this function.

Dhrooti, Gary and Alison were approved as signatories for the purposes of signing cheques on behalf of the ASA. They would also need to complete the relevant HMRC documentation.

Action – Gary, Dhrooti and Alison to complete necessary documentation for trustee/signatory roles.

The constitution was unclear in places and required updating and clarifying. It was agreed that trustees should meet separately at least annually. Committee meetings were not necessarily required monthly, perhaps termly, but given the low number of people who regularly attended, a monthly meeting would be maintained for the time being. Ideally, Committee members should each have a role although few attended meetings at present.

Angela D had drafted an email to all staff to advise them of how they could get involved in the ASA. This would go out shortly. Beth K would send an email to current volunteers to get them to encourage more people to join the volunteer list. Gary would send a draft message to Beth for this purpose. A link from the school e-bulletin could be included, for people to sign up as volunteers

without the commitment of attending meetings. The ASA page should make it clear that people could join the volunteer list without committing to attending meetings.

The issue of treasurer needed to be addressed as a priority and could be advertised as part of official school communication in the e-bulletin (front page). Andrea would look into the possibility of advertising it via other communications, such as twitter.

5. Addams Family Production 26-28 March

Dhrooti agreed to lead on ASA support to the production. Helen was leading on the ticket sales – each ticket would have an allocated seat number. There were two ticket prices – a £10.50 concession for all students/children and £12.50 full price. Adam would produce the ticket request form with the aim of it going out with the bulletin on Friday. Payments by cash or cheque only would be accepted. The school office would print the tickets (Dhrooti to email artwork).

It was agreed that the school would open at 6pm on show nights, the show would start at 7.30pm (Saturday matinee at 3pm). The bar would be set up in the dining room. Dhrooti had a proposal for a hot food item – the ASA agreed to ask for a percentage of takings or donation, as this was a newly set up business. The food would be prepared offsite, but the provider could use the mobile hot plates. Jules and Pete would bring up the bar and set it up on the Thursday. Gary would lead on the bar, which would be cash only. A 'sign up genius' account was being set up – hopefully from the ASA email account rather than from an individual's email address.

The committee agreed to move the quiz night from November 2020 to February 2021, as the autumn term was the busiest time of year for the ASA.

6. Proposal for Comedy Night – 10 July 2020

The MC from the 2019 festival had been booked for the comedy night. A fee had not yet been determined, but the ASA would need to pay a deposit straightaway. The Fat Buddha would be approached for a price per head on the basis of sole provider at the event. The maximum number of people was 330. Andrea agreed to check if a school band could play. Online payments for tickets should be considered.

Action – Dhrooti to speak to the Fat Buddha about costing

7. Communication Plan

The ASA wanted to be able to send a regular communications piece, such as a half-termly newsletter or update. Mark would speak to James S for permission to do so. This would celebrate the success of the ASA with examples of what had been purchased as well as advertise forthcoming events and encourage more people to get involved.

Action – Mark to speak to James

8. Funding allocations

It was agreed that all funding bids should come via Andrea and be sent to Alison in advance of the meeting. Andrea would be responsible for notifying the relevant staff.

The following allocations were **approved**:

- a. literacy toolbox resource at **£250** (inclusion)
- b. **£120** for Reading revival tool kit 1 & 2 (inclusion)
- c. **£128** for Talisman 1 & 2 series phonic books and workbooks (inclusion)
- d. **£82.28** for specified reading texts (inclusion)
- e. **£200** for interactive (after school club)

Action - Andrea to notify the relevant school staff

9. ASA 100 club – February draw

1st prize – Jo Harding

2nd prize – Sadie Clarke

3rd prize – Sarah Dawson

Dates of future meetings:

- Tuesday 17 March 2020 – 7.30pm – LRC
- Wednesday 20 May 2020 – 7.30pm – LRC

Action Log

Date	Action	Owner/s	Status
26.2.20	New trustees/signatories to complete necessary admin	Dhrooti Gary Alison	Open
26.2.20	Revise constitution and circulate for comment	Gary	Open
26.2.20	Seek agreement for half-termly ASA newsletter/update	Mark	Open
26.2.20	Create list of all planned events and ASA Committee activities with details of agreed leadership and support.	Gary	Open