



## **Minutes of the ASA meeting**

**23 November 2020 – 7.30pm**

**Present** – Gary, Dhrooti, David, Liz, Andrea, Mark, Helen, Rob, Suzanne, Angela, Sarah, Jo, Alison.

1. Welcome and apologies for absence

There apologies from Charlotte W for absence and from Mark and Helen for late arrival.

2. Treasurers' update

At the end of October there were £13,500 funds, plus a £3,000 reserve. There is £13,000 worth of allocations for which invoices have not yet been received. (See item 5b below).

3. Other financial matters

- a. Paypal card readers – Paypal are no longer offering their readers to purchase. We will have to purchase an alternative from Izettle (Paypal's preferred supplier). The cost will be £29 for the first one, then £59 for subsequent readers. During wreath-making booking an issue had occurred when people were making more than one transaction. If we want more complex coding this would need to be embedded into the website.
- b. Production ticket refunds – closed. All refunds have been issued.
- c. Craft fair refunds – closed. All refunds have been issued. Monies received from stall holders holding their place for next year will be ring-fenced.
- d. Paypal limitations – the school prefers the ASA to set up its own separate Wisepay account and we are waiting for full cost implications. For the sale of Christmas hampers, the ASA will use the school's Wisepay account as a one-off and the money will be transferred later. School is looking at possibly changing its pay platform, but will make sure that the chosen provider makes this much easier.
- e. The co-treasurers have applied for online banking with NatWest (three users).

**The ASA expressed sincere thanks to Rob, Suzanne, Dhrooti and Andrea and the finance team for their efforts in sorting out the hamper ticket sale.**

4. School update

School is still open but feels very different. It is very unlikely that the carol concert will go ahead.

## 5. Funding Allocations

- a. New requests – none. There will be a call for allocation requests in the New Year. A long jump pit was still under discussion. The school had been offered external funding which it would be required to match, but this together with a donation from the ASA could pay for a single lane pit.
- b. Pending – **Suzanne to seek an update from Renata on all pending items.**

## 6. Future events

- a. Festival 2021 – There was some discussion about the tentative dates of 2 and 3 July 2021. GCSE exams are currently scheduled to end on 2 July and in view of wedding bookings on the two following weekends, the likely dates will be 24/25. A site plan and outline of sponsors' pack are to be ready by the end of this term.
- b. Christmas Hampers – Parents have been hugely generous in their donations. The hampers will be put together during the weekend of 12/13 December. Gary is managing ticket allocations as forms are received. Ticket sales end 11 December.
- c. Halloween Family Fun - the feedback from parents who had signed up for the event was that this had received little support because the new year 7 parents felt uncomfortable/unwilling to join other families they didn't know on a zoom call.
- d. Online Christmas craft workshops and wreath making – the wreath making sold out quickly (48 places) and collection of materials was scheduled for Friday 27 November. The ASA profit was £288.  
The craft making has not sold so well, this has been advertised on Facebook and in the e-bulletin.
- e. Santa's sleigh – the ASA slot is now 22 December. A few more volunteers would be useful. There would be a short training session on 30 November on how to use the card readers. Gary would hold a zoom call on 27 November with volunteers to discuss the route.
- f. Easy fundraising – the last payment was £120 down on the same quarter last year. The challenge is capturing new parents joining the school. Beth has volunteered to take this role over from Sarah. The easyfundraising link from the Ashlyns website is incorrect and **will be amended**.  
It is unclear whether the money spent by the school on *Amazon Smile* was contributing. **Dhrooti would investigate. The e-bulletin would contain a reminder about these fundraising opportunities.**

- g. Events team – the ambition was to create folders on the ASA Google g-drive on all past and future events. These would include brief job descriptions of the various roles.
- h. Dhrooti was investigating a wine tasting evening with Tring Winery for the Spring term. The ASA would get £5 for every ticket sold and a percentage of sales immediately after the event.

7. End of term newsletter – this would be issued in the next few weeks.

8. AOB

- a. LRC benches – the widow of the late actor Derek Fowlds, who attended Ashlyns, wanted to donate a bench in his memory. This could go in the LRC garden. Rough Stuff supplied and installed basic benches for £150 each. The repairs to the steps and coping stones would cost £6,000. There was some discussion on whether the ASA should fund all or part of this. **Mark to bring the quotation to the next ASA for a decision.**
- b. A Christmas tree seller offering £7 from each tree sold, if the buyer mentions the ASA, has approached us. Other school associations in Berkhamsted have already signed up. There is a flyer for this that would need to be included in the e-bulletin.  
Separately, Ashlyns receives two large trees from a local tree farm in exchange for a mention in the e-bulletin. It was agreed that this does not present a conflict of interest but **Andrea would check with Jane Gaherty.**

**Date of next meeting – 18 January 2021, 7.30pm.**