

## Allenbourn Middle School Parents Association

c/o Allenbourn Middle School

East Borough, Wimborne,

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### Committee Meeting

8:00 pm, Tuesday 3<sup>rd</sup> November 2009

#### Attendees

Liz McCormick, Sally Taylor, Debbie Westwood, Liz Yates, Lara Aldridge, Catherine Hughes, Sally Naylor, Avril Bassinder.

#### **1. Welcome**

Liz (M) opened the meeting on time and welcomed everyone.

#### **2. Apologies**

Karen Gould, Avril Martin, Alison Bush. Belated apologies received from Tricia Zimmerman.

#### **3. Arrangements for 13 November 2009 – Years 5 & 6 Disco.**

- **Refreshments** – The sweet shop owner is aware of the imminent order for 170 bags. Liz (M) has a supply of lollies but it was agreed that these are not suitable for a disco. There may be some leftover cups in the shed, but it was agreed that a new batch will be purchased regardless.  
**Action:** Lara to confirm the order with the shop and confirm the cheque payee details with Debbie who will then raise a cheque.  
**Action:** Lara to contact Karen (07799 402056) to arrange the purchase of the remaining sweets (snakes, laces & freddoes), drinks and cups from the wholesaler. Karen to purchase sufficient supplies for both the forthcoming discos, paying the wholesaler direct and then reclaiming the money from Debbie.
- **Helpers** – Around 7 or 8 parent helpers are needed, plus at least 2 teachers. Given that it's the first Year 5 event, it is likely that some of the Year 5 tutors will attend. Debbie and Lara confirmed their availability. The disco runs from 7:00pm until 8:30pm although at least one helper will need to arrive early to meet the DJ.  
**Action:** Catherine to issue a notice (with reply slip) requesting helpers for each of the forthcoming discos.  
**Action:** Sally (N) to include a request for disco helpers in the next newsletter.  
**Action:** Liz (Y) to source the teacher helpers and to advertise the discos in school assemblies.

#### **4. Review minutes/action points of last meeting.**

The minutes had been distributed by email after the meeting but had not, in all cases, received. In future, emails for Liz (Y) should be sent to [lyates@allenbourn.dorset.sch.uk](mailto:lyates@allenbourn.dorset.sch.uk) rather than via the school office. Emails to Rachel have been bouncing back.

The current statuses of the action points from the last meeting are as follows:

- **2CC** – Alison issued the flyer as arranged.
- **2CC Use of Tennis Courts** - Liz (Y) has confirmed with the caretaker that the tennis courts can be used during the summer holidays by AMS pupils (and their siblings) subject to their parents being 2CC members. Use will be on a first come, first served basis. Nearer the time, the PA may look at issuing 2CC Membership Cards to prove eligibility.
- **Disco** – See above.
- **Pre-Xmas Event For Local Elderly Residents** – Jane Jackson has written at length to Liz (Y) about the plans for this event. Her request is simply for some extra pairs of hands to help out with preparing the food, serving and clearing up, and NOT for arranging and running the event as originally thought. As a reward for this goodwill, there will be coffee and mince pies! The event is being held at the school on Tuesday 1<sup>st</sup> December 2009 at 6:00pm. 50 local elderly residents will be invited for a Xmas meal with entertainment (which has already been arranged with the teachers of the various music and gymnastics groups in the school). Santa will also be attending!! 50 Year 8 pupils will be helping out – each will be assigned their own elderly person to look after for the evening. Many teachers will be attending. Some of the committee may be available to help out. It was also suggested that the parents of the Year 8 helpers be approached. Liz (Y) and Derek will be meeting with Jane over the coming weeks to go over the plans for the event. Ideally, offers of help should be passed to Liz (Y) and Jane Jackson, by the week before the event.
- **Santa Run** – The committee is not aware of anyone entering.
- **Summer Events – Updated action:** Liz (Y) to arrange a meeting for herself and Liz (M) with Derek to discuss the possibility of a combined PA/Sports event.
- **Contact Details** – Liz (M)'s name has been added to the newsletter as the point of contact. **Updated action:** Liz (M)'s 'phone number to also be added to the newsletter.

There were no further issues to carry forward from the last meeting.

#### **5. Chair's Report**

Liz (M) had nothing further to report under this agenda item, over and above what had already been discussed – see above.

#### **6. Head's Report / Requests**

Liz (Y) had nothing further to report under this agenda item, over and above what had already been discussed. – see above.

## **7. Treasurer's Report**

- Debbie confirmed that the accounts have now been signed off. Liz (M) thanked her for arranging this.
- There is currently around £14,800 in the bank account.
- Debbie has earmarked £11,000 of this to go towards the IT Room project that the school requires funds for. Liz (Y) confirmed that the school would prefer to wait until April 2010 when it will be known if there are sufficient school funds to make up the difference so that the project can be carried out in its entirety.

## **8. Website Update**

- Sally (T) confirmed that there are new additions to the retailers on Click 4 Cash including Sainburys, John Lewis and musicroom.com.
- Amazon has credited the PA with £27.31 for the last quarter, with one year to use it. There is a balance of £8.70 with two other retailers however this cannot be converted to a payment unless it reaches £25 within the allocated time period (whatever that may be).
- Sally (T) feels that the previously discussed suggestion of Click 4 Cash stickers for PC monitors is not workable due to the cost of producing them and the latest style monitors. Instead it may be worth having a Click 4 Cash banner on the PA Newsletter or including a Click 4 Cash advertisement on the reverse of the newsletter.

**Action:** Sally (N) to look at incorporating Click 4 Cash reminders in the Newsletter and to update the list of affiliates each time the Newsletter is issued.

## **9. Newsletter Update**

In addition to the newsletter items already discussed:

- Sally (N) asked how the newsletter needs to be presented to the school office, if printing on separate pages (rather than double-sided) is required. This is useful if a tear-off form or reply slip is included. Liz (M) explained that insertion of a blank page is required to split the pages of text, so that a two page document effectively becomes three pages.
- The newsletter still carries the Fisks logo but is unclear if sponsorship monies are still paid. There is still a child at the school from the Fisk family.

**Action:** Liz(M) to write to Simon Fisk to clarify the sponsorship situation.

## **10. 2CC Update**

Alison was unable to attend the meeting.

- Debbie noted that she is not aware of a draw having taken place and she has not received any cheques for banking.
- There was discussion over the publication of the winners' details – these could go on the website and in the newsletter.

**Action:** On behalf of Sally (N) and herself, Sally (T) to contact Alison for the winners' details and to establish how many members there are at the moment.

**Action:** Sally (T) to also look at adding a 2CC application form to the website.

## **11. Events**

In addition to events already discussed as part of other agenda items, Liz (M) confirmed that the disco for Years 7 and 8 has been booked for 11<sup>th</sup> December 2009. Liz (M) has received details from two other companies who run school discos. All agreed that the current setup, costing around £80, runs well and so there is no need to look elsewhere. No further discos will be booked until the success (or otherwise) of the first set is known.

## **12. Any Other Business**

### **Wet Breaks**

Debbie has been approached by the lunchtime supervisors about the increasing difficulty in keeping the children entertained when it is too wet for them to go outside at lunchtime. The novelty of the existing stock of DVDs and boxed games has long worn off. Rather than the PA rushing to spend money on new items, all agreed that, given people would be having clearouts ahead of Xmas, the first step should be for the school to ask for donations of used games/films in their newsletter.

### **Raffle Prizes and Lollies**

Liz (M) wondered whether there are any raffle prizes left in the PA cupboard. Liz has a number of items at home that would be suitable as raffle prizes. It was suggested that a free raffle could be held at the Pre-Xmas Meal for the elderly. There should be sufficient prizes for about every fourth ticket to be a winner. Liz (M)'s supply of lollies could be given out to the Year 8 helpers at the event.

### **Next Meeting**

This will be held on Monday 8<sup>th</sup> February 2010 at 8:00pm. By then, there should be some news about the way forward for a summer event. Also, a decision will be taken at the meeting about whether to book another round of discos.

### **Close**

Liz (M) thanked everyone for attending and closed the meeting at 8:50pm.