

## **Snaresbrook Preparatory Parents and Association**

### **Meeting – Spring 2015**

Tuesday 13<sup>th</sup> January  
2015

8pm

Snaresbrook Preparatory School

**Attendees**

Anne Petersen, Anita Berkeley, Elena Gebhardt, Michelle Van Lint, Ritu Parti, Parm Bhachu, Mr C Curl, Mrs Higgins, Mark McPherson, Derek Wright, Michelle Wells, Tejal Patel, Thanu Rajapaksha.

**Apologies**

Misbah Dar, Kim Donnelly, Simone Krummaker, Marianne Manning, Ceri Thomson

**Circulation List**

All of the above, other PTA Committee Members and Friends of the PTA

**1. Welcome and Introductions:**

AP welcomed those at the meeting and introductions took place.

**2. Result from vote on Christmas Spending**

The results for the Christmas spending had been very positive. 86 votes were counted and 85 agreed to the spending – the last vote was blank, but most likely by mistake.

**3 Christmas Decorations**

KD was not present at the meeting, but had briefed AP and AB on this item. KD advised there was nothing left to recycle from Christmas decorations this year. The parents that had kindly supplied the lights and curtains had collected the items and had suggested that they would be happy to provide us with similar equipment again this year. There were some branches left over, which Mrs Milton had requested to use in the Nursery. Mr Curl thanked the SPA for their efforts in decorating the hall.

**4. Christmas Party**

It was agreed that the timings for the party were much preferred to the old after school system. It was easier having staff to help take children out. Mr Curl agreed that we could use the same process next year. It was deemed to be a great success; all the children had enjoyed themselves and the teachers, TAs and all others involved had enjoyed the party.

Marianne Manning had suggested to AP that it may not actually be necessary to give the children a party bag, as they are all fairly privileged and the toy/gift in the scheme of things is therefore probably of little value to the children, though costly to the SPA. It may be better to just give a token present of sweets. EG stated that the party bag presents make up a large chunk of the budget. The subject was discussed and it was agreed that next year we may stick to a party bag with just sweets/chocolate instead of proper gift.

## **5. SPA Finances**

EG requested all outstanding expenses receipts for payment be sent to her as soon as possible, EG also stressed the need to ensure that receipts for expenses be kept safely and returned for expense payments, some had been lost and for SPA accounting this was not appropriate and could lead to issues later. EG advised that she had some expenses outstanding and required payment, MVL suggested it would be more appropriated for a second signatory to pay her expenses rather than her do it herself as this may cause an audit issue at a later date.

EG stated she had only taken over role of Treasurer in 2014, as a result could only provide details of finances for that period. She had been unable to locate some 2014 Spring term subs, EG passed around a summary of the finances to date. Going forward EG advised she would show the finances in line with the school year. The current balance stand at £5,114 with £575 to be added from latest subs and around £450 to be deducted to pay for the Christmas party.

The only outgoings so far this school year has been the Christmas party and decorations, which was around £800. Accurate numbers will be presented at the next meeting and more prompt presentations of receipts is encouraged.

**6. Bingo**

Bingo Night due take place on Friday 23<sup>rd</sup> January [*was cancelled on 14<sup>th</sup> January, as the school had forgotten about the event and couldn't allocate a room. A new date will be found in the summer term – added by AP*]. After School Care would need to be relocated. Timings 3:30 – 4:30. £2 per child. Acquire plastic cups if there were any remaining from previous events. Pencils would also be required. On this occasion due to numbers and nature of the game, Nursery and Reception would not be invited. Only years 1 -6 to participate, this would also limit the number of parents required. Prizes need to be sourced.

Email required to be sent to everyone asking for volunteers. Flyer needs be created with tear off slip to go to all parents' yrs. 1 -6. Ensure that we ask if child would need After School Care during or after event.

**7. Pancake Day Races**

AP and AB volunteered to organize this event. MVL agreed to make the pancakes for tossing. The date was set for Friday 13<sup>th</sup> February.

**8. Bake Sale**

Date set for Friday 27<sup>th</sup> March. MVL and EG both volunteered to organize event. There was a discussion regarding most events taking place on a Friday and that not all parents were able to participate, going forward alternative days should be considered to ensure that all parents had the opportunity contribute should they wish to.

The beneficiary for the bake sale was to be Great Ormond Street Hospital, the School's current chosen charity.

**9. Suggestions on how to spend SPA Funds**

At the last meeting it was agreed that the SPA would spend some money and that it would be agreed on how to do that at this meeting recommendations would be put to a general vote.

Suggestions:

- I. The school would like the SPA to sponsor an outing day. Mr Curl confirmed that he would like to move forward with this suggestion. It was agreed that the SPA would put it to a general vote. The vote would be for £3,000 to be allocated so that every class could organize an outing/activity, but ideally the school should get around £2500 for an outing day in the second half of the summer term.
- II. A visit from the bug man had been suggested – update by MVL.
- III. AP suggested that the SPA pays for snacks for cinema nights and class Christmas parties to make life easier for parents, ensure that all children got a snack and that these snacks were identical.  
  
Mrs Higgins felt strongly that the Cinema nights were not a part of the SPA remit and the current procedures should remain. She was supported by a majority of the SPA members present at the meeting.

**10. Used Uniform Sale**

The used uniform sale was discussed, it was decided that a couple of dates would be given before the Bake sale for people to bring uniform that was in good condition to school, this could then be stored for a short period of time by SPA volunteers homes. The Bake sale could then be combined with a used uniform sale. All left over uniform will then be donated to charity.

**11. Changes to the Committee**

The Chair declared her intention to step down.  
According to the SPA constitution, committee members who wish to step down should declare this 21 days ahead of the AGM.  
Nominations for election to the Committee may be made by any member of the SPPA and all members are free to nominate themselves or a consenting nominee.  
If no nominations or an insufficient number are received before the AGM, any members present at the AGM may nominate a member, with their consent, and that member may be appointed to the Committee by a majority vote of those members (Committee and regular) present.

The constitution does not mention how to choose between candidates, so there was a need to agree in advance on how to do this. It was suggested by AP, and agreed at the meeting, that candidates should declare themselves two weeks in advance of the AGM and then have the Chair arrange a general vote on the candidates a week in advance of the AGM. If no candidates declare themselves in advance of the AGM, the election will have to be at the AGM and only those members present at the meeting will have a vote. In case of more than one late candidate, it might be preferable to cast votes anonymously.

## **12.Date of AGM**

The date of the AGM was set at 30<sup>th</sup> June 2015

## **13.Date of Next Meeting**

The date of the next meeting was set at 28<sup>th</sup> April 2015 – this is a change from previous years, where we've only have three meetings over the course of the school year, but it makes sense to have an AGM at the very end of the year instead of early in the summer term

## **14.A.O.B**

No other business