

# minutes

## Snaresbrook Preparatory Parents' Association

### Minutes of Autumn Term Meeting 2014/15

|                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| Tuesday 16 <sup>th</sup> October 2014 | 8pm  | Snaresbrook Preparatory School |
| <b>Attendees</b>                      | Mr Curl, Mrs Higgins, Anne Petersen (AP), Anita Berkeley (AB), Eleanor Gebhardt (EG), Michelle Vanlint (MV), Ritu Parti (RP), Ceri Thomson (CT), Kim Donnelly (KD), Marianne Manning (MM), Misbah Dar, Mark McPherson. |                                |
| <b>Apologies</b>                      | Simone Krummaker, Ebenezer Anjorin   |                                |
| <b>Circulation List</b>               | All SPA members, Mr Curl, Mrs Higgins, school office.  |                                |

#### 1. Welcome and Introductions:

AP welcomed those attending the meeting, all were introduced.

#### 2. Update on Last Terms Events.

##### a. Update on and evaluation of the Summer fete by fete coordinator/Secretary

AB reported that the help and participation of so many parents and teachers had been very generous and as a result the Fete had been a huge success. There were lots of highlights - among them the children's performances being one. The DJ had also been very successful. The bad weather was unfortunate, but the main aim, "Fun for Everyone", seemed to have been achieved. The Crepe stand was the only real disappointment as the crepes were not made fast enough.

EG wanted to thank all those that had purchased left over stock of which there was a lot more than usual because of the bad weather. The Fete made a profit on the day of £389.85.

##### b. Drinks Sale at Sports Day – Something worth repeating

KD reported that the drinks sale at sports day had been very successful and would definitely be worth repeating; with earlier advertising and maybe the addition of some snacks (crisps in particular) it could be a profitable fund raiser. It was also noted that the sale of Summer Fete Tickets at Sports Day had been very successful.

|  |                               |
|--|-------------------------------|
| <p><b>3 Update on the SPA Finances by Treasurer – What is our financial position and what is the recommended finance strategy for 2014/2015</b></p>  |                               |
| <p>EG reported that the balance in the PA account stands at £5,300 without including the Autumn term subs. It was agreed that we should look to spend some of the money.</p> <p>When discussing how to spend it, Mrs. Higgins advised that the previous year’s idea of a set amount for each class to organize an excursion had been very successful. Mr Curl added that it would be brilliant if every Year could go on a trip on the same day (different trips for each class). This should be perfectly feasible with the help of a parent or two from each Year. The idea that the SPA would sponsor an outing day was agreed in principle and it was agreed that parents should not be asked for any further financial contribution to the outing – this will be SPA funded through and through.</p> <p>Mr. Curl will advise on a recommended budget for excursions for each class and AP will set up a vote so that all SPA members can have a say in whether the SPA should fund a school outing day.</p> <p>EG suggested that the SPA could sponsor a Pantomime for Christmas, but Mrs. Higgins advised that this had been tried and tested and though the younger pupils liked it, the older pupils were not as enthralled.</p> <p>MV suggested sponsoring a visit from a Bug Man. This suggestion received Mr Curl’s support as it had an educational element. Many agreed that they were sure the children would like this. MV would look into costs and the event was tentatively scheduled for Spring Term.</p> | <p>MV</p> <p>AP</p> <p>CC</p> |
| <p><b>4. Class Representatives</b></p>   |                               |
| <p>Class representatives needed to be assigned as this was the first meeting of the new school year. The following volunteered and will now be the go to SPA representatives for each Year:</p> <p>Nursery – Misbah Dar<br/> Reception - Michelle Wells<br/> Year 1 – Kim Donnelly<br/> Year 2 - Tejal Patel<br/> Year 3 - Ritu Parti<br/> Year 4 - Parm Bhachu<br/> Year 5 - Ceri Thomson<br/> Year 6 - Michelle Vanlint</p>  | <p>ALL</p>                    |

|   |                         |
|---|-------------------------|
| <p><b>5. Used Uniform Sale</b></p>  |                         |
| <p>This item will be revisited in January with a view to have a sale close to Easter.</p>   |                         |
| <p><b>6. Christmas Party</b></p>  |                         |
| <p>A date was set for the Christmas Party - Friday 5<sup>th</sup> December.</p> <p>Mr Curl suggested that it would be a good idea for the Infants Party to be held during school time as the infants get so excited about the party but are tired when it finally begins at 3:30. All present agreed that this would be a good idea indeed. The Infants Party is therefore set to start at 1:30 and finish around 2:45, with normal pick up times at 3:10 and 3:15. The teachers will still be around and will discharge the pupils as usual.</p> <p>The Juniors Party will start at 3:00 and finish around 4:30. Exact timings will be available in good time before the event, but as it stands, parents of infant children should expect pick up at usual time and parents of junior children would see them discharged no sooner than 4:30.</p> <p>MM volunteered to coordinate the event and a Christmas party committee was formed consisting of MM, AP, KD, RP, MD, and CT. The committee is open to all interested SPA members.</p> <p>Ceri Thomson agreed to book DJ.</p> <p>Anita Berkeley agreed to source party bags.</p> | <p>MM<br/>CT<br/>AB</p> |
| <p><b>7. Christmas Decorations</b></p>  |                         |
| <p>Kim Donnelly agreed to coordinate the Christmas Decorations. It is quite possible that the old ones will be scrapped and that new decorations will have to be created from scratch. A committee for decorations was established consisting of RP, MD, AB and AP. The committee is open to all interested members.</p> <p>The date was set - Friday 28<sup>th</sup> November from 6pm.</p> <p>AP will reach out to a member of staff to see if they or the children have any input.</p> <p>The children will be decorating stars for the event.</p>   | <p>KM</p>               |
| <p><b>8. Bingo</b></p>  |                         |
| <p>It was agreed that Bingo would go ahead on Friday 23 January and MV agreed to</p>  | <p>MV</p>               |

|  |    |
|--|----|
| coordinate.  |    |
| <b>9. Pancake Day</b>  |    |
| Pancake day will fall in Half Term, a date will need to be set for the pancake day races.  | CC |
| <b>10. Next Meeting</b>  |    |
| Date for next meeting – Tuesday 13 <sup>th</sup> January 2015 at 8PM at the school. All SPA members are welcome  |    |
| <b>11. AOB</b>   |    |
| <p><b>Christmas Cards</b></p> <p>A suggestion for children-designed Christmas cards was put forward, as AP had received some marketing material. Mrs. Higgins advised that this had not worked out too well in the past, due to lack of proper storage for all the cards and difficulties in getting all art work in on time etc.</p> <p>The school would however, be running the competition as they had last year for a winning design for the school’s official Christmas card which was sent to parents and other schools etc.</p> <p><b>Social Evening for Adults</b></p> <p>A social evening for adults was suggested, a Quiz Night or something similar.</p> <p>It was decided that this would be an item on the next agenda, where suggestions for such an event would be discussed and then put out to a vote among all members.</p> <p><b>Photographs</b></p> <p>MM asked if the school were planning on having future individual pupil photographs as it had been a long time since this was last done.</p> <p>(After the meeting, school office requested that we put it to a vote to ascertain how many parents would be interested in individual photographs and class photographs and this vote will be included in the upcoming vote on suggested SPA spending.)</p> |    |

Minutes signed off on 1<sup>st</sup> October 2014

by Anita Berkeley, Anne Petersen and Elena Gebhardt.