

1. Apologies: Ayako Heleine, Paul Seekings, Andy White, Vinodh Sankaranayanan

2. Attendees: Vicki Maclennan, Paula Proctor, Ian Hannah, Moira Hassett, Sima Waring, Jacqui Taylor, Sarah-Jane Kirby, Helen Walker, Sheanna Ashman, Dirya Sankaranayanan, Angela Walker

3. The Minutes of the last meeting were agreed by all. Actions from the last meeting were dealt with later in the meeting.

4. Election of Officers

Both Ian, the Treasurer and Moira, the Secretary were willing to stand again and were re-elected by the Committee.

Vicki announced that she (Chair) and Paul (vice-Treasurer) would be leaving the Committee, as they each have their youngest child in Year 6. Also, Paula, (vice-Chair) wishes to have a break and will also be standing down. Vicki and Paula have kindly agreed to carry on until July.

Helen showed interest in the position of Vice-Treasurer, so Ian explained the role, which involves going to the bank for floats, counting money and paying-in. Helen was elected to Vice-Treasurer by the Committee.

This leaves the Committee without a Chair or vice-Chair in September. The Committee is extremely small with existing members having taken on the main roles, or having just joined so not in a position to take the lead. There was a discussion about the difficulty of recruiting parents to the Committee. People lead busy lives and have little free time and a few are happy to help out but not to attend meetings, or even to become a Class Representative. Vicki stressed that the role of Chair is a coordination role, delegating to others. The problem is that the Committee is becoming so small that there are few to delegate to. Jacqui expressed some interest in the role but could not commit due to full-time working.

The Committee discussed the importance of the MSA – Angela stressed there are no other funds for classes to draw from due to Government cuts, so the MSA funds have become vital. It was decided that a letter should be circulated to parents stating that without more committee members there will be no committee, and functions taken for granted by parents such as the summer barbecue, fireworks and xmas event will be lost. This should include a 'job description' for the position of Chair. Jacqui suggested 'advertising' the MSA at school assemblies, and Sima thought that the forthcoming parents evening on 16/17th February offered the opportunity to recruit more members. It was decided to put flyers on tables outside each class, and to circulate this via Parentmail. **Moira, Jacqui and Vicki** will get some words together, and Helen offered to print them.

5. Review of Events

Xmas Market

Feedback has been extremely positive. The children loved the excitement of the market and there had been a real buzz in the school. The teachers had done most of the work, and considered the event beneficial for the children. The MSA had run the cake stall and raffle. The event made £658 (usually about £1000), and the raffle takings had been the same as last year. It had been extremely easy to run, so worth the loss in takings. Angela noted that there had been plenty of gifts donated, but next time it would be helpful to ask for items earlier, and to provide more things for Dads.

200 Club –

The December winners of the 200 club were as follows:

1st prize £30 - number 72 Sue Butcher c/o Annie Butcher Class 11

2nd prize £20 - number 83 Mike Staplehurst c/o Emily Staplehurst Class 11

3rd prize £10 - number 73 Sue Butcher c/o Annie Butcher Class 11

January's winner of £10 – number 62, Roxanne Owen c/o Rachel Owen Class 11

6. Future Events 2011

Book Fayre – Sima will be running the fayre with Scholastic books from Wednesday 2nd-9th March, 3 days in the small hall, 3 days in the foyer. Sima wondered whether the children passing through for a look during school time would help advertise the event, and the teachers present thought that a 5-10 minute walk through would be fine. It was thought that some laminated notices saying “Book Fayre here today” posted on school entrances might be a good idea.

Quiz , Friday 11th March, run by Nick and Moira Hassett, and Ian. The format will be simplified – it will be a Bring Your Own food and drink, with tickets for the event at £4.50, and a Raffle. Teams of up to 8 people allowed. The winners' prizes will be scaled down to medals and chocolates, the losers will receive jelly babies. Ian noted that a couple of money-making games during the interval would be a good idea such as a whisky bottle game, shove ha'penny, and football game. **Moira** will send a note out in the newsletter before half term, with flyers to go out the first week after half term.

Sponsored Event. The committee discussed the best time for this year's sponsored walk – April 27th/28th was suggested, with a royal wedding kings and queens theme, although it was thought that some families may be taking an extra break. **Vicki** will ask Sue and the teachers.

Fireworks, Friday 4th November. Paula reported that the Scout BBQ and the ice-creams have been booked. **Ian** will take over the running of this, and noted that the lighting team comprise himself, Andy, Ashley Johnson, Mike Staplehurst and Ollie Hill. Others may be needed.

Summer Barbecue, Friday 1st July. The Scout BBQ and ice creams have been booked. Vicki has booked the disco (£30). Andy has offered to do the raffle, and Paul will organise St John Ambulance. An event team is needed to run this. - **Vicki, Moira, Jacqui, Helen and Sheanna** volunteered to make up the Barbecue Committee, and will meet separately (2nd February). **Ian** offered to run the bar, and **Andy** will organise the beer. **Helen** will do the floats. Paula noted that Cub Leisure, the inflatables people, have already been in contact. Should we go with them?

The teachers have agreed to be sponged again, but hated being in the T-shirt parade. The committee discussed ideas for getting people to the event early, and thought that dressing up Mr Fraser might be a good attraction! Angela will speak to him. Other comments were that the playground itself should be used more, and making the tea and cake stall into more of a café by providing tables and chairs.

7. MSA Newsletter - Vicki and Paula will do this

8. Uniform – Jane Pendred is continuing with this. Moira will find out how this is going.

9. Clothes Collection, Thursday 10th March - **Sima** has registered the school with the clothing collection scheme. She has ordered 400 bags which will go out at the end of this half term for parents to fill during the break. Angela noted that the teachers will also contribute clothing. **Sima** will put a note out in the parentmail to advertise the collection. The committee thought it would be a good idea to put up laminated posters the day before to remind children and parents to bring in their bags. **Helen** offered to print and laminate these.

10. Music Event

Sheanna has spoken to Mrs Cutts, Miss Moulton and other visiting music teachers, and all are positive about holding a music evening (6-7.30pm). **Vicki** will talk to Sue and email Sheanna with potential dates. Sheanna is happy to produce a programme, but someone else will need to send out letters to parents, sell tickets and organise refreshments. Also, Sheanna did not want to introduce the event and speak to the audience – perhaps Sue would be willing to do this?

11 AOB

Movie night – Sheanna has been investigating how other schools organise this. Most have a PVS licence, which allow them to show a film but not to charge for viewing, although refreshments could be sold. Do we have such a licence? Angela thought that showing movies in class did not constitute ‘public viewing’. **Vicki** will find out.

School Book – Sima wondered whether we could produce a school book to sell to parents, including stories, poems etc (along the lines of the cookbook, which raised £2,000). **Vicki** will put her in touch with Sarah Harris who coordinated the cookbook. It was a lot of work, and all material would need to be in by August to have it ready for Xmas 2011

The committee also discussed the possibility of a school calendar and children’s xmas cards, but they were considered quite expensive for parents at this time. Sheanna wondered about school photographs, and whether a parent could take them at a cheaper cost? **Helen** will talk to her husband who is a keen amateur photographer.

School Play refreshments – The committee agreed to provide refreshments during the year 5/6 play, as any surplus drinks from the BBQ could be used.

Year 6 Party – The committee is happy to pay for this. Mr Fraser will let us know how much is required.

11. Date of the Next Meeting: Wednesday 2nd March, Vicki’s house (39 Butt Lane).
6.30pm