

Minutes

Committee meeting Wednesday 4th March 2009

8pm

Conference Room, The Abbey School Kendrick Road

Parents Attending	Paul Doctor, Leigh Hall, Lisa Garthside, Dawn Davis, , Nigel Vaughan , Becky Mellor, Nicola Hughes, Nicola Spillaine, , Navita Doshi, Karen Omoniyi, Farida Kamara
School Attending	Mrs Stanley (part time)
Apologies	Ajanta Lichtenauer, , Stuart Cockerell, Kirsta Rizzo, Emma Kinsella, Veronika Keates, laoni Hill

The meeting was a committee meeting mainly focused on planning except for the first item.

Grant requests	<p>The committee considered and approved the following grant requests:</p> <ol style="list-style-type: none"> 1) Cutlery. £550 Dawn proposed, Farida seconded. passed unanimously 2) Bicycles for Early Years. £2300 plus VAT. Nigel proposed, Lisa seconded, passed unanimously 3) Choral Risers for Junior School £6000 incl VAT. Nicola proposed, Navita seconded, passed unanimously <p>Total spend (incl VAT) approx £9200. Account holds more than £35,000. This is after paying for the Gym equipment.</p> <p>The committee was made aware that Ball and other social events aim to be self funding and therefore reserve amounts need not be excessive. In addition the school after the budget planning activity underway is likely to come forward with further requests.</p>
Survey results	<p>The committee identified key issues arising from the survey, a number have already been or are being addressed ranging from more family events to first aid type course for senior school. The committee focused on two issues not yet tackled and brainstormed and agreed actions on these areas [those highlighted in bold will be tackle first.</p> <p>Greater more engagement in the Senior School:</p> <ul style="list-style-type: none"> • Need to make more use of form reps. and make sure that those year groups that are not currently represented get a rep. • More 'informal' and cheaper events might encourage new members. Such events might also go a long way to improving the currently 'Stuffey' image of ASPA. • Have the above events at different times and locations around Reading. • Need to target the U11 year group. This is the year with the most new starters and 240 New parents. • A sign-up sheet for the next informal event could be taken around by the ASPA rep at new parent meetings. Perhaps if they physically see other parents signing up, those that might not have bothered would get interested. • An ASPA name change, new funky logo etc. to really separate us from the school. Perception that the ASPA web-site was part of the schools. • An ASPA magazine. A good dose of self promotion needed-prepare to spend a

few thousand pounds. Lots of pictures of past events, details of ASPA funded projects/items bought for the school. Include details of committee members so as to reduce the so called 'cliquey' feel.

Improving the image of ASPA:

- **Web site - we need a better , more professional, easier to manage one**
Action : NH to contact parents with marketing and design skills to determine approach and cost to revamp website and image
- **ASPA Logo - more funky/modern.**
- **ASPA name - refer to ourselves as 'our Parents Association' rather than ASPA**
- **ASPA name badges - get 'proper' name badges for everyone made up for events eg Paul Doctor ASPA Chair.**
- Notice boards; re site, jazz up, add photos of committee.
- Marketing/PR manager- needed!!!
- Spending of ASPA funds; need to publicise more
- Second hand shop ; under utilised ASPA asset, but not sure how we can use it more
- Communications; get proper ASPA info with more text and photos in publications; Magnolia, Mrs Stanleys newsletters etc
- Key Contact info; get some sort of postcard/ business card size info of key ASPA contactys & email addresses etc printed up and distributed at beginning of school year
- ASPA team- we need MORE ACTIVE ASPA members!
- Video - produce an ASPA rolling video of events etc to show at parent evenings etc

Events planning

A range of events had been identified in planning meeting the week before, the committee reviewed the list and identified individually which events they could support. The following table lists the events and records support given to the events

Action: Could you absent committee members review the material and identify where they can help



cutlery.doc



choralrises.pdf



ey.doc

The next meeting (full) is May 13th at 7.30, the committee only June 24th at 8pm

Event	Date	Leader	Planning Team	Team for the Day
Spring Ball	14 th March 09	Dawn	Already in hand	Fri. from 4pm : Nigel, Farida, Paul Sat 10am –lunch: Becky, Paul Sunday 11am 1 hour: Paul Ball committee team as well
Summer Party	28 th June 09	Nicola H	Navita, Nigel, Lisa, Leigh, Karen	Nigel, Navita Other parents: Lucy Head, Maya Dharurkar
Nursery New Parents Meet	23 rd August 09		Lisa, Navita ¹	Nicola S ² Navita
Ull New Parents Meet	September 09		Paul	Leigh, Dawn (will do talk again), Becky
Quiz	Oct 09	Nicola H, Emma	Leigh, Karen	Becky, Karen, Nicola S, Paul (Quiz master)
Bollywood Night	Mid Nov 09	Nicola H + ?	Navita	Farida, Navita Other parents: Clare Nukui, Preeti Garg

¹ Holiday permitting

² Birth allowing

Event	Date	Leader	Planning Team	Team for the Day
Xmas Fair 09	28 th Nov 09	Dawn	Karen	Nigel, Leigh, Paul
Xmas Party (Early Years + prep/trans)	6 th Dec 09	Nicola + Emma	Navita	Nicola, Navita
Pamper Evening	Little support for this event at the moment			
Spring Ball 2010	March 2010		Farida	
LIII/UII Summer Disco	July 2010		Dawn, Nicola H	Leigh
Wine Tasting	July 2010	Paul	Becky, Leigh	Becky