

Minutes

OGM Wednesday 14th January 2009

7.30pm

Conference Room, The Abbey School Kendrick Road

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| Parents Attending | Paul Doctor, Leigh Hall, Lisa Garthside, Dawn Davis, laoni Hill, Nigel Vaughan, Veronika Keates, , Becky Mellor, Nicola Hughes, Nicola Spillaine, Kirsta Rizzo, Emma Kinsella, Navita Doshi, Amanda Stewart |
| School Attending | Carol Ryninks (Junior School Head), Christine Butler (Junior School), Peter Kerruish (Bursar) Wendy Feist |
| Apologies | Ajanta Lichtenauer, Farida Kamara, Stuart Cockerell, , Sue Guitierrez, Karen Omoniyi, Barbara Stanley (Head) |

Outstanding Actions (see action table at end)

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| Update from Junior School Head | Mrs Ryninks formally thanked ASPA for the range of Christmas events and the calendar |
| Update on Charity Status | <p>Forms virtually complete, committee members were asked to complete the Trustee Declaration Form.</p> <p>A Trustee has the meaning prescribed by section 97(1) of the Charities Act 1993 as amended by the Charities Act 2006. Every committee member/trustee is legally a charity trustee</p> <p>The trustees are the people responsible, under the organisation's governing document, for controlling the management and administration of the organisation, regardless of what they are called. For instance, in the case of an unincorporated association, the executive or management committee are its trustees.</p> <p>If your charity has individuals as trustees, their details should be entered on the application. We will need a full set of details for that person, which consists of:</p> <ul style="list-style-type: none"> • all their personal names (also known as first or given names); • all their family names (also known as surnames); • their date of birth; and <p>ACTION Can Committee members email date of birth as soon as possible</p> <ul style="list-style-type: none"> • their home address and postcode <p>Each Trustee declares that:</p> <ul style="list-style-type: none"> • He/she is willing to act as charity trustee and is fully aware of the organisation's object(s) as set out in the governing document; • He/she is not disqualified from acting as a charity trustee of any charity because of any offence listed in section 72 of the Charities Act 1993; • He/she is not disqualified nor barred from acting as a trustee of this particular charity: <ul style="list-style-type: none"> • because of a disqualification from working with children; and/or • as a result of being on the Protection of Vulnerable Adults list. <p>They jointly declare that:</p> <ul style="list-style-type: none"> • The funds of the organisation are, or will immediately upon registration as a charity, be held in an account in the name of the charity; • The information contained on the application form and this trustee declaration form is true, complete and correct; and • We understand that knowingly to make a false statement is a criminal offence under section 11 of the Charities Act 1993 |

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| <p>Reporting on past events</p> | <ul style="list-style-type: none"> • Christmas Parties (Nicola H) <ul style="list-style-type: none"> ○ Summary, EY: 68 children and Prep: 64 children, profit of £97.95. ○ Key learnings - strong publicity “must have ticket”, single team doing both parties • Calendar (Lisa) <ul style="list-style-type: none"> ○ Summary: calendars bit late, good feedback though, profit >£290 ○ Key learnings: need to have photo day before ½ term to allow photo setting time, themes make it take whole day • Coach trip (Lisa) <ul style="list-style-type: none"> ○ Summary: +ve: enjoyable, 26 went, loss £90 ○ Key learnings: better advertising, more appropriate DVD’s , provide basic street map to prevent lost families, may skip 2009. |
| <p>Upcoming Events</p> | <ul style="list-style-type: none"> • Ball (Dawn) <ul style="list-style-type: none"> ○ 14th March - all in control but volunteers required on the day. Auction letters out to companies. Leigh needs Xmas tree bases for part of the decoration. ACTION : PLEASE SEND ANY YOU HAVE VIA THE JUNIOR SCHOOL OFFICE ATTN LEIGH HALL • Summer Picnic in the Park (Nicola H) <ul style="list-style-type: none"> ○ 28th June - open to whole school, working hard to secure date and acts. Checking on the ability of the venue to support bouncy castles. Suggestions were made and volunteers asked for. Bursar to send letter to neighbours closer to date • Cycle Proficiency (Nigel/Ian) <ul style="list-style-type: none"> ○ 20 places full, starting 4th April running to 6th June |
| <p>Date Planning</p> | <p>Proposed dates and volunteers</p> <ul style="list-style-type: none"> • Christmas Fair 2009 <ul style="list-style-type: none"> ○ 28th Nov @ senior school, Dawn, Emma, Leigh, Veronika • New Parents events <ul style="list-style-type: none"> ○ Ulll 12th June: Paul, Becky. 15th June: Nigel, Dawn - shop support Lisa + need others ○ School to supply dates for Junior School parents events (ACTION WENDY FEIST) ○ Ulll welcome evening - date to be set - but similar as last year ○ EY: 23rd August possibly in the Jnr School Gym • Quiz Night(s) 2009 <ul style="list-style-type: none"> ○ Week starting 5th Oct Senior school & 12th Oct Junior school ○ ???HAVE WE SINCE DECIDED TO HOLD ONE ????? • EY & KS1 Christmas Parties 2009 <ul style="list-style-type: none"> ○ 5th December EY: 11am -1pm & KS1 2.30pm - 4.30pm • Bollywood night @ Spice Oven (Nicola H) <ul style="list-style-type: none"> ○ Aiming for 240 on 8th May, proposed cost £20 per ticket • Panto trip (Nicola H) |

- Proposed date Sat 9th Jan 2010

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| School Uniform | <p>After discussion school suggested that the school office email address should be used by parents if they have issues with the level of service with Len Smiths</p> <p>Some concern from junior school parents was raised about the fleece jacket not being warm enough. The school is already addressing this point.</p> <p>Some discussion around alternative to purchasing book keeping to run accounts of the 2nd hand uniform shop - Paul to investigate automation using laptops.</p> |
| Skills course for the senior school - First Aid / Baby Sitting | <p>Committee was updated about the research into the provision of a baby-sitting course for UIV in the senior school as asked by the school.</p> <p>Red Cross can provide materials (a 1-off course pack of £35) cf course costing >£2000/course. The only issue would be that we would have to arrange delivery of each part of the 18hour course. Paul asked to purchase pack to allow ASPA to understand what has to be delivered and allow further discussion with the school.</p> |
| AOB | <p>Anonymous email through class rep raised concern about class sizes.</p> <p>Committee informed by chair that class size was a trade-off between selectivity and price. By being selective the school could have lower fees, relying on the fact that motivated girls can work in bigger classes. Higher fees would be required to allow smaller sizes, which would self select entrance based on affordability to the school and likely to reduce performance of pupils as the school could not be selective</p> <p>Senior school parents pointed out that when girls commence GCSE, they are taught in sets usually considerably smaller than the classes, which become more administrative or pastoral in nature.</p> |

Current Action Log

| Meeting date/# | Action | When by | On whom | Status (N/O/C) |
|----------------|--|---------------------|-----------------|----------------|
| 281107/7 | Colin Swain : idea of family photos - to be kept till next year | | Lisa | Closed |
| 160108/5 Gov | Develop reporting on web site Becky & Paul to discuss To be closed out in February, other parents have volunteered to help | | Becky & Paul | Open |
| 160108/6 Ch | Check constitution vs NCPTA Model constitution to see if the differences are likely to cause Charity Commission issues. Ensure we have signed copy of our constitution. PAUL DISCUSSING WITH PETER KERRUISH See minutes 4/06/2008 for update. | End March | Paul | Closed |
| 160108/8 Ch | Download trustee declaration form and complete. NCPTA Website has forms which can be downloaded. | End March | Leigh | Open |
| 160108/10 Ch | Ensure CRB checks for all committee members requiring checks are performed, including investigation of cost. [Note from Paul - HR @ school states they will help submission (this involves presenting oneself with documents to HR officer at school face to face) and since we are doing voluntary work checks are free]. PAUL TO GET FORMS. All committee members require. Cost per head is £7.70. It was agreed that this would be funded from ASPA funds. | End March | Paul | Closing |
| 160108/11 Ch | Arrange EGM if constitution needs adjustment according to response from Charity Commission. See minutes 4/06/2008 for update. | TBC | Lisa | Open |
| 120308/21 | Parking in Vicarage Road. Consider ways of resolving issues MORNING DROP OFF IMPROVED, EVENING AT 3.30 BETTER, 3.45 VERY BAD. NEED THANK YOU FOR THOSE PARENTS WHO HELPED, AND TO DEAL WITH PERSISTENT OFFENDERS. STRATEGY: GENERAL LETTER FROM PAUL DOCTOR TO SAY THANK YOU, SPECIFIC LETTER TO INDIVIDUAL FROM ASPA, LETTER FROM MRS TUCKETT. NICOLA S THANKED COMMITTEE FOR SUPPORT. | End June | Nicola Spillane | Ongoing |
| 040608/5 | ASPA committee list and contact details to go on school notice boards. | Autumn Term | Nicola S | Open |
| 040608/7 | All ASPA members to mail Paul with their three most Pertinent survey points. | End of Jan | ALL | Open |
| 040608/10 | Laoni to send new shop dates to Becky for website inclusion | As soon as possible | Laoni | Open |
| 040608/12 | Swimming pool access for EY pupils. Wendy to investigate | March | Wendy | Open |



Abbey School Parents' Association

| Meeting date/# | Action | When by | On whom | Status (N/O/C) |
|----------------|---|-------------|---------|----------------|
| 140109/1 | New licensee required Volunteers: Dawn, Leigh & Nicola H Wendy to arrange dates through same supplier as school | Summer term | Wendy | Open |
| 140109/2 | Babysitting course pack purchase and analysis | Mid Feb | Paul | Open |