



St. Peter's School Association

Minutes of the SPSA Meeting, Tuesday 9 October 2018

Agenda Item	Discussion	Action
1. Welcome & Apologies	<p>Attendees: Beckie Leppington (Chair), Caroline Barriball, Samantha Sandle (Co-Head Teachers), Hayley Button (Treasurer), Nicola Jeffs (Vice Chair), Victoria Paxton, Sarah O'Shaughnessy, Louise Andrews.</p> <p>Apologies: Rachel Smith, Craig Button (Treasurer), Jen Clarke, Carla Knight.</p> <p>Minutes taken by: Beckie Leppington.</p>	
2. Approval of Minutes from SPSA meeting on 6 th June 2018	Minutes were approved.	
3. Treasurer's Report	<p>Hayley provided three reports:</p> <ol style="list-style-type: none"> 1. Breakdown of the Summer Fair profits <ol style="list-style-type: none"> a. Entrance numbers down but overall profit very similar to last year b. Slime Factory did particularly well (listed as Craft Stall) c. Drinks did really well, possibly due to second stall and iZettle card payment d. Barclays £1000 match funding via Jen Clarke is much appreciated 2. SPSA Financial spreadsheet <ol style="list-style-type: none"> a. Finances are looking very healthy b. A vote was taken to allow Jackie Kennedy to spend up to £1000 on books for the special needs programme c. There are outstanding items from last years annual spend that the school need to invoice us for. Hayley reported that invoicing has improved considerably since we become part of the Folio Trust. 3. 2017 Christmas Fair breakdown <ol style="list-style-type: none"> a. For comparison 	

	<p>Update from Caroline and Sam regarding status of Computer Suite</p> <ul style="list-style-type: none"> • Work expected to be finished for the start of next term 	
4. SPSA Communication	<p>Newsletter needed</p> <ul style="list-style-type: none"> • Events for the year ahead • Appeal for other people to come forward to arrange other events <p>Beckie reported on a webinar she has attended about GDPR and how school's communicate PTA activities. Beckie to follow up with Moira and Sabin.</p> <p>The SGM notice has gone out in book bags twice with an invitation for nominations for Chair and Secretary.</p>	<p>Newsletter to be written (Beckie)</p> <p>Beckie to follow up GDPR with Moira and Sabin</p>
5. Year Ahead	<p>Bag2School</p> <ul style="list-style-type: none"> • Friday 12 October <p>Park Hill Fireworks Night</p> <ul style="list-style-type: none"> • Victoria suggested we sell tickets through ParentPay. Beckie agreed to talk to Teresa • We agreed we would also sell tickets at the school during the week commencing 29 October – Nicola to arrange a rota of volunteers <p>Magic Show</p> <ul style="list-style-type: none"> • Gordon Drayson is booked for infants show on Monday 5 November and juniors on Thursday 8 November. Both shows at 3.30pm. • Teachers will take children with tickets to the hall. They will be asked to make sure the children have used the toilet beforehand. <p>Christmas Fair</p> <ul style="list-style-type: none"> • Jen Clarke sent report to Beckie before meeting to update on Raffle prizes. <ul style="list-style-type: none"> ○ It was decided we would buy a Kindle as star prize ○ Other prizes include: <ul style="list-style-type: none"> ▪ 2 x 1 month Marine Fitness pass ▪ Afternoon tea at Selsdon Park Hotel 	<p>Beckie to talk to Teresa</p> <p>Nicola to arrange volunteers rota.</p>

	<ul style="list-style-type: none"> ▪ A set of gel nails from the Beauty Lounge in Sanderstead ▪ Family ticket for Oxygen ▪ Family ticket for KidSpace ▪ Family ticket to Manic Monsters ▪ £20 Sainsbury's voucher <ul style="list-style-type: none"> • Beckie will arrange a Christmas fair planning meeting • Beckie will email the list of stalls to Class reps to ask them to take responsibility for one • Collection dates are as follows: <ul style="list-style-type: none"> ○ Thursday 15 November – Nearly New ○ Friday 23 November – Bottle collection and Crazy Hair MUFTI Day ○ Friday 30 November – Cake and Jolly Jars • Caroline suggested we run a Secret Room, where children can buy presents for their parents. • It was agreed to invite Rock Choir again and perhaps give them a more prominent slot. Beckie to talk to Jen Clarke • There was discussion as to whether tickets and time slots for the grotto could be sold in advance. Beckie to ask Kate Manvatkar if she would like to run the grotto again. <p>Other events for 2018/19</p> <p>Spring Disco</p> <ul style="list-style-type: none"> • Sarah and Louise to project manage – Beckie to email them a project plan template • Theme? 	<p>Beckie to arrange Fair planning meeting and contact class reps</p> <p>Beckie to ask Jen about Rock Choir</p> <p>Beckie to talk to Kate about grotto</p> <p>Beckie to send project plan to Sarah and Louise</p>
6. AOB	<p>The SPSA AGM will be held on Tuesday 30 October.</p> <p>Meeting closed at 20.30</p>	