

# SPSA monthly meeting

Tuesday 11<sup>th</sup> July 2023

Present: Garry Peasley, Sinead Andrews, Nags Alam, Ami Thomson, Kayleigh Horne, Emily Lemaire, Lucy Brinicombe, Lisa Faulkner.

Apologies: Jaime Johnson.

## 1. Actions still arising from previous meetings

- Minutes approved.
- All bike night actions are completed.
- Photo board needs to be updated – Kayleigh, Jamie and Lisa need to be added, Nags needs to be removed.
- Update website – Emily will give Sinead log in details. Introduction to who we are, list of current committee members, put up minutes, key dates, standing order details.
- Lucy will produce an A4 sheet to go out to new parents.
- Ice cream van for the end of term is arranged for parents to buy ice creams.
- Nags will provide ice cream for the year 6s for their last day – 13 normal, 2 vegan.
- Frustration that the newsletter took time to be published. We may have got more help earlier on for Bike Night to save last minute running around trying to find help.

## 2. Bike Night debrief

- Nags has produced a list of suppliers and the amount of food we ordered this year. All the details are in receipts. We ran out of onions (maybe 50% more next year) and veggie burgers.
- We got money back from the BBQ hire company as they had not supplied us with enough gas.
- We had too much mustard and ketchup this year. There were requests for brown sauce. We had lots of buns left over – double cheeseburgers were popular.
- Sausages took a lot longer to cook and there wasn't as great a demand as last year.
- Would be good to have a **co-ordinator**. Handovers took a while. Do we need a better process with defined roles? This needs to be sorted and training given / information dissipated before the event. The co-ordinator needs to have the food hygiene certificate.
- Maybe have people starting cooking earlier? The onions took a long time to cook.
- The fridge wasn't big enough to be useful. We ideally need a chest freezer closer to the BBQ.
- Getting the drinks from Costco was a good move, although we did run out.
- The Café ran well. The helmet store didn't work as successfully as normal as no-one oversaw it and it ended up falling on one person at the last minute who didn't know what to do.
- **Action:** We need better communication next year and job descriptions of what is needed in each of the areas in case there are any last-minute problems.

- Should we approach Warburtons in the New Year to order free buns?

### 3. Name changes

- Kayleigh needs to go on Charity Commission.
- **Action: Nags** to sort out change of signatories/access mandates.

### 4. What is our next thing?

- Bingo evening just before October half term?
- Christmas – to be discussed after the AGM.
- We will fund the school panto and bus hire this year.
- Maybe a spring event?
- We need to ask, before the AGM, what the school would like money for next year?

### 5. AOB

- Standing order need to be further publicised – do we need the form, can they just do it themselves?
- Someone needs to take on the SPSA email address.
- Nags will hand over all records to Kayleigh over the summer and have a handover meeting and will do the Treasurer's report for the AGM.
- Garry thanked Nags for her time as treasurer and she was presented with some flowers.
- Future meetings: AGM on Tuesday 10<sup>th</sup> October, 19:30 @ the Red Lion. Regular meetings will be on the first Tuesday of the month.