

# SPSA monthly meeting

Tuesday 6<sup>th</sup> June 2023

Present: Garry Peasley, Sinead Andrews, Nags Alam, Ami Thomson, Kayleigh Horne, Lucy Brinicombe,

Apologies: Louise Judd, Jaime Johnson, Emily Lemaire.

## 1. Minutes from the last meeting

- Bike night to be discussed later.
- Sinead reimbursed for book tokens.
- Minutes approved.

## 2. Bike Night

- Actions from previous meeting:
  - Banners/Signage – have been found. **Action: Garry** will ask Dan to do a new one with school branding on. Still need to find Helmet Store and Café signs.
  - Pricing – **Action: Nags** to send prices for drinks to Garry by the end of the week. £7 for double burger, £5.50 for single burger, £3.50 for hotdog, £1.50 for water.
  - **Jaime** to advise on vegan burgers.
  - **Lorna** to do a Costco run for condiments and cleaning products and other non perishables.
  - **Nags** to contact Sainsburys about bread.
  - Proposing: 1200 burgers (900 single, 150 double) and 400 sausages.
  - Need confirmation of whether we will be charged for the van this year. **ACTION: Garry** to sort an extra fridge. If not, ice boxes, and let Nags know.
  - Meat probes – need to find 4. **ACTION: Sinead**
  - Food Hygiene **ACTION: Sinead** to speak to Emily about getting set up (Sinead, Nags and Jamie)
  - **ACTION: Garry** to chase for Risk assessment
  - Do we really need runners for the ice?
  - **ACTION: Ami** to sort bucket shakers. Main points are where they come out of the school (Apple Tree and Village Hall Car Park) and two/three roamers.
  - **ACTION outstanding: Nags** looking at insurance. Will hopefully complete it this week.
  - **Rotas** - Garry not heard back from people yet. **ACTION: Garry** to chase
  - Ordering new square devices – need people to be set up in advance of the evening.
  - Café – **ACTION: Jamie** and **Catherine Chapman** to sort pricing for teas and coffees.
  - Need disclaimer of liability at café and helmet stores. No nuts in cakes.

## 3. Sports Day

- Ice Lollies sorted. Apple Tree children enjoyed their ice lollies today!

#### 4. Newsletter/leaflet

- If it's going to go out, it needs to go out this week. **ACTION: Garry** to finalise and send to Emily. **ACTION: Garry** to send pictures to Lucy so they can go on Facebook.
- Need a new one for September to go out, especially to new parents.

#### 5. AOB

- Can we do refreshments at the 50<sup>th</sup> Anniversary celebrations? Provisionally, yes, but we need to get parents to help. **ACTION: Ami** to try and organize.
- Can we get an ice cream van for the last day of term. **Action: Ami** to contact ice cream van.
- Future meetings: Tuesday July 11<sup>th</sup> and the AGM will be Tuesday 10<sup>th</sup> October.