

SPSA meeting

Tuesday 18th April 2023

Present: Garry Peasley, Emily Lemaire, Sinead Andrews, Jaime Johnson, Lucy Brinicombe, Nags Alam, Louise Judd, Ami Thomson.

Apologies: Sophie Fisher, Caroline Baxter.

1. Minutes from the last meeting

- Bike night and constitution to be discussed further down.
- Easter Egg hunt was a success. Sinead has put the laminated easter eggs in the box in her conservatory.
- Money given to the school for year 3-6 swimming lessons.
- Louise to do tea towels this week timed for the coronation.

2. Paperwork

- Constitution: The constitution from 2015 needs updating. **Actions:** Garry to email it around and people to read it before the next meeting and raise any points that need to be changed. Louise to find an up-to-date model from Parentkind. Discuss, and hopefully sign it off, at the next meeting.
- Charity commission: Needs two new people to sign (Sinead and A.N.Other at the next meeting)

3. Bike Night

- **BBQ LUCY TO ORGANISE**
 - One queue, two pay stations for the BBQ – people only doing that job.
 - Two people taking the order and delivering the food.
 - Three BBQ have been ordered – 1 cooks + 1 assembly per BBQ. Nags to speak to Piers about when the busy times are and if we need more cooks.
- **Setup NAGS TO ORGANISE**
 - Friday: take delivery of the BBQ and stored in the changing rooms **GARRY**
 - On the day
 - gazebos **Garry** to ask WI
 - Signage – helmet store, BBQ Garry to find helmet store banners
 - Set up the tables with condiments
 - Someone to stay from when Bartletts arrive with the van
 - Moving the benches from the school garden – needs at least three people
 - Menus hanging up
 - Do we need a sign saying who we are and why we are there? (Emily to see if there is one in the shed?)
- **Helmet store LOUISE TO DELIGATE TO SOMEONE**
 - Signage everywhere
 - children can't be there
- **Café LOUISE TO DELIGATE TO SOMEONE**

- Need obvious signage
- Need parents to bake cakes (and supply list of ingredients – Natasha’s law)
- Need people to run it
 - Children can’t be there.
- Bucket shaking **AMI TO ORGANISE**
 - Can use kids as long as they’re with a parent.
- Food / condiments **GARRY TO ORDER FOOD, JAIME TO SORT VEGAN/VEGGIE FOOD**
 - Food from Barletts
 - Water from ?
 - Onions / cheese – need to be easily accessible, we can’t be running into the school to get stuff. Can we borrow ice boxes (for next to the BBQ) or borrow freezers (in people’s houses up until the Monday afternoon)
 - Ensure the sausages and burgers are the same size as the buns!
 - How many burgers and sausages do we need? **NAGS** to check numbers from last year (ratios of doubles to singles!)
 - Cost per item. (£4.50 for a single and £6.00 for a double last year)
 - We can store non-perishables in the school over the weekend.
- General
 - Cleaning equipment
 - Plastic gloves
 - Trays
 - Tin foil / food coverings
 - Meat thermometer probes
 - Float
 - Kitchen roll
- Health and safety
 - We need people to get their food hygiene certificates (Jaime and Sinead will, but may need others).
- Clearing up after
- Rotas
 - Begin sorting them from after half term.
 - Need a list of specific roles rather than ‘can you help’ and how long can you help for – 1 hour, two hours? Who do people go to about specific roles.
 - One problem with volunteers last year was because they had Covid and couldn’t come.

Do we need specific liability insurance? **GARRY** to check with the Bike Night committee.

4. Impact and marketing

Lucy to put a piece together for the newsletter:

- Who we are and what we’re doing
- Typical income in a year
- How much we’ve given and what it bought
- What this equates to per child

- Helping families who otherwise wouldn't be able to go on school trips/events
- What can you give to help? – Half an hour of time, direct debit, on the committee.
- Will be looking for help for bike night
- No responses for a treasurer yet. Without a treasurer we cannot 'exist'

Do we need to do an event specifically for the parents such as a quiz night or race night?

5. AOB

- There was no AOB.
- Next meeting: 18th May.