

# SPSA Meeting 4<sup>th</sup> June 2024

**Present:** Sinead Andrews (SA), Ami Thompson, Charlotte Metcalf, Lucy Brinicombe, Emily Lemaire, Kayleigh Horne (KH), Lisa Fleetwood, Garry Peasley (at 9pm).

1. **Apologies** were received from Louise Judd, Jamie Johnson, Harriet Chudry, Sophie Fisher,
2. **Matters arising**
  - a. There were no matters arising from the previous meeting.
3. **Bike Night**
  - a. **BBQ**
    - i. Most of the food has been ordered. Lisa will get the onions (30kg) and cheese (20kg) from Bookers, and Charlotte and Ami will get the ketchup (6), mustard (6), napkins (1500), fizzy drinks (120 each of Fanta, Dr pepper, Coke, Diet Coke and Sprite), plastic gloves (a couple of boxes?), tin foil (2) and hand sanitizer (1) from Cosco. Kayleigh has bought water and Pepsi Max. Do we need more water?
    - ii. Copy and paste this link to see the live spreadsheet:  
[https://docs.google.com/spreadsheets/d/1iqPQsUiSB7EBIttRICKxCOOWIn\\_7oI5A8i - GpqDBg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1iqPQsUiSB7EBIttRICKxCOOWIn_7oI5A8i - GpqDBg/edit?usp=sharing)
    - iii. Chase Garry for equipment: the gazebo is with Lorna; Garry has the banners, trays, tongs, and the bins for the ice, and will bring them on the day.
    - iv. We need extra trays on the night.
    - v. SA has been in the changing rooms. Nothing is in date, so all new stuff will need to be purchased. There is enough antibacterial spray and kitchen roll in there.
    - vi. We agreed on producing order slips – Sinead will get these printed. She will also make a pricing list to be displayed.
    - vii. We need one more person to do a food hygiene certificate.
  - b. **Café**
    - i. We need to find out exactly what happens in the café. Hopefully we can ask Catherine Chapman. There are already lots of offers of cakes etc.
    - ii. Charlotte can display her food hygiene certificate.
  - c. **Helmet store**
    - i. We agreed that to avoid confusion over how many items were being left (ie gloves in helmets or sleeves), and items possibly being lost, we will charge a flat fee of £2 to leave up to 3 items – each item would need its own raffle ticket.
  - d. **Bucket shaking**
    - i. Anybody associated with the school doing bucket shaking will need to get the buckets/high viz from the helmet store and sign the bucket out.

- e. We need to do another push in the school newsletter and social media to recruit more people to help.

**4. Summer fundraising ideas**

**a. Disco**

- i. Confirmed for Friday 19<sup>th</sup> July. KS1 will come between 5pm and 6pm, and KS2 between 6pm and 7pm.
- ii. We need to book an entertainer – in the past we have used “pulsation roadshow” and “DNA kids”.
- iii. We will discuss food, pricing etc at the next meeting.

**b. Olympic challenge**

- i. The information and sponsorship forms went out before half term. It runs until the end of June.

**5. AOB**

- a. There was no AOB.

**6. Dates of future meetings**

Tuesday 2<sup>nd</sup> July

All 8pm @ Red Lion