

Minutes – SMSA meeting, Thursday October 13th

Present: Amanda S-R, Karen Revel-Chion, Jo Taylor, Sue Eatherden, Ruth McBurney, Lynne Riley, Jessica Worthington, Laurence Penn, Sally Holyland, Caroline Bystrom, Lisa Rose, Alicia Pivaro, Paula Avraamides, Anna Sciolette, Lesley Rogers, Traci Pope, Rachel Maynard, Trish Littler, Jeremy Wells, Sara Lloyd, Adam Garfunkel

Apologies: Bill Nathan, Roni Collins, Lin Gabrielsen

Matters arising from previous minutes:

Sponsorship – There are still some sponsorship positions vacant. If you are interested, please contact Elizabeth Diaferia (elizabethdiaferia@mac.com) or Kate Waine (kate.waine@greatvine.com)

Lynne Riley gave a summary of what's involved and Alicia Pivaro said that there is a 'job description' sheet which can be put up on the SMSA site. Alicia explained that they can get up to £5,000 for major events and £50 for ads in brochures from Sponsors. Businesses also sponsored hampers with gift vouchers at the Summer fair.

Trish Littler suggested that they might try and look at other areas and get specific shops to sponsor costumes or sets for the Panto. All ideas are welcome as are any contacts. Laurence would like some sponsors logos to put up on the SMSA website.

"200 club" – There wasn't enough interest in the '200 club' so it was decided that it wouldn't be taken any further.

Cake Sale money – Karel McNamee (treasurer) clarified new procedure for cake sale money with new form which will be going up on the SMSA website.

Lynne Riley also mentioned that the SMSA can sub money if the class needs something at the start of the Summer term but haven't actually got a cake sale booked until the end of term.

Finance Review

Karel McNamee has the following cake sale money left over from last year. Reps should email Karel (mcnamee.karel@googlemail.com) to claim money.

South Ken £252
Monument £373
Baker St. £50
Whitechapel £86.61
Piccadilly £70.32
St Paul's £187

Current Bank Balance:	18,878.42
Audit fee for financial year March 2011	1,500
Wish list items approved not yet paid (est):	
Money counter	400
Carpets for year 4	1,000
Agreed donation to school	10,000
Available cash funds	5,978.42

Fun Run: The fun run made £2300 of which £1500 was profit

Wish list:

No wish list from the teachers this month.

Troy requested new bark chippings at cost of £2000 for junior play area, work on pond and repainting lines in cage. Jeremy Wells to discuss at next premises meeting.

Lynne Riley discussed the wish list and how in future it should be a bit more formal and should now only be presented once every half term, instead of every month. Because of the school's financial situation, the SMSA's help will be needed more and we've have already pledged £10,000 to the school for this academic year. Lynne also mentioned that the cake sales should raise approx. £500 a year and teachers should use this money for some items which would otherwise go on the wish list.

It was also agreed that wish lists should now be submitted to the treasurers a week before the meeting so that the SMSA can discuss and look at options before agreeing to requests.

Governors update:

Karen Revel-Chion thanked everyone for sending in email re. consultation and said that the dept. are recognising the problems re. teacher salaries.

Jeremy Wells spoke about the plans re. school site security. The Governors have approved a plan which involves a higher fence, with gated entry and a buzzer, replacing the fence at the infant playground straight across the top of the nursery playground to the end of the wall by the lane. The barrier at the end of the lane will also be replaced with a gate but they still need to consult with the neighbours and Highgate School before they secure plans. They would also like to improve the nursery outdoor space. The Governors will share details of the design when they are ready to apply for planning permission. They estimate they will have planning permission in place by the end of the year so that work could commence in January and be completed by the half term before Easter.

Amanda S-R also mentioned that the gates will be open at busy times of the day (including nursery pick up times).

Jeremy also asked the reps if they could email their classes as he is looking for a property lawyer, or someone who specialises in lettings, to do some pro-bono work for the school. There are 2 residential properties on site and they need someone to draw up a lease. Please email Jeremy (jeremy.wells@jpmorgan.com) directly if you can help.

Library

Julia has requested for the TV to be moved out of library.

TV is going to be moved but the white board needs to stay.

Garden update

There is a 'Big Dig' on Sat 5th Nov from 9am onwards (also to clear fireworks from night before) followed by a trip to the pub. Please come and help if you can.

Alicia asked if reps could please ask parents to donate some bulbs which they will need in the next couple of weeks. The SMSA is going to buy a wheelbarrow and this will be put in the front playground where parents can leave the bulbs. The gardening club will plant some bulbs and the trickier areas will be planted by parents who would like to help one morning. The plan is to get this done by Christmas. They still need more garden reps, especially to take the infants out to the gardens. You don't need to be green fingered. Please contact Alicia if you are interested.

SMSA Website

Laurence Penn would love some more pictures from past events (he has none from fun run or summer fair). He asked reps to ask classes to email him anything they have.

Lynne Riley requested some figures/feedback on how much is made monthly through the SMSA shopping site which can be sent to parents and possibly encourage them to use the site. It was suggested that we should have a target as a school, especially coming up to Christmas. This could start next half term and we could compare with last Christmas' figures. Laurence is going to investigate whether he can break down by class. He also mentioned that the biggest commission payers are home & car insurance companies. Laurence is also going to produce some promotional items.

Review of recent events:

* New Parents Evening – Oct. 6th

Lynne Riley

Went very well. Amanda S-R said that letters/invites will go out end of summer term next year instead of start of term.

Planning for forthcoming events:

* An Evening of Classical Music – Oct. 18th

Jonathan Murphy

Rehearsals are underway.

Tickets on sale in the office at £10. Tickets can also be bought on the night.

Lynne Riley said she hopes in the future there might be an afternoon family event. Amanda said that those who are available will put on a performance for children at a later date.

* Fireworks Night – Nov. 4th

Trish Littler

Ticket prices - £7 adults & £3 children (age 3-16)

Mon 31st Oct - tickets to go on sale in the office – reps should remind parents that tickets sell out within first 2 days.

Gates 6pm – bonfire 6.30pm – fireworks 7.30pm – ends at 9pm

Year 2 reps to organise making the guy with year 2 children

Same company to do fireworks as last year

Trish needs volunteers to help with the following:

Ticket sales (start at 8.30am)

Bar and mulled wine – class reps

Ticket collection at the gates (Should be over by 7.30pm) – they will also have security on the gates.

Needs 14 wardens – starting at 5.30pm

Everyone has to buy a Ticket.

Please email Trish (Trish.Ferguson@5one.co.uk) if you would like to help.

* Kirima School Dinner – Nov. 19th

Sarah Thomas

Tickets on sale in the office at £30 a ticket

Tables are for 8-10 people

You can still bid for rugby England shirts even if you're not going

* Christmas Fair – Dec. 4th

Ruth McBurney

to be discussed at next SMSA evening

* Panto – Feb. 2nd, 3rd & 4th

Trish Littler

scriptwriting underway

Casting mon 5th & tues 6th Dec. Trish will send out a flyer

Help needed for: sets/filming/props/music/lighting/costumes/sound

* Battle of the Bands – postponed to Nov. 2012
Not enough bands came forward

* Quiz night – March 2012

AOB

Caroline Bystrom suggested making organic cotton shopping bags with school crest. She can get 200 bags for £400

Lynne Riley asked whether we should be doing school calendar. We would need to get sponsors to make it profitable. **Reps to canvass opinion and email Ruth McBurney** (ruthpdq123@hotmail.com)

Dates of next SMSA meetings:

Wednesday November 9

Thursday December 1

NB: Emails to contact people re specific events or other matters:

SMSA Committee 2011/12 and useful email contacts:

SMSA Chair – Lynne Riley/Durand lriley157@gmail.com 07796464787

Vice-Chair – Ruth McBurney ruthpdq123@hotmail.com 07809608454

Co-Treasurer – Karel Mcnamee mcnamee.karel@googlemail.com 07876 513797

Co-Treasurer - Tessa Cowsls tessas@eproductive.com

Co-Secretary – Claudia Wordsworth Claudia@macace.net 07768 094304

Co-Secretary – Jessica Worthington jessica_ferrandiz@yahoo.co.uk 07980 560540

Sponsorship: Elizabeth Diaferia elizabethdiaferia@mac.com

Kate Waine kate.waine@blueyonder.co.uk

Kirima: Sarah Thomas sarahthomas2010@hotmail.com

Website: laurencempenn@gmail.com

Gardens: aliciapivaro@me.com

Fireworks night & Panto: Trish Littler (Trish.Ferguson@5one.co.uk)

Remember, shop to benefit the school by visiting:

www.thesmsa.co.uk