



St Ambrose Parents Association

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Minutes of SAPA meeting held on 11th February 2019, 7pm at

St Ambrose Preparatory School

Present: Joanne McEntee, Mary Ireland, Andrea Mottram, Louise Fielding (Prep Teacher), Catherine Callen, Cathy McBride, M. Lucia Mac Donagh, Neil Priestner, Stella Corran, Sheila Sheerin, Anna Warwood, Lynda Nempotakis, Brett Winter-Roach.

Apologies: Vicky Walker, Julie Bastin, Nicole Telfer, Justine Wilson, Rachel Hind, Julie-Anne Hawkes, Belinda Fleming-Graham, Nathalie Lawrence, Gabi Potts.

1. **Minutes of last meeting** – Minutes of previous meeting agreed by the committee and approved by Andrea Mottram and Mary Ireland.
2. **Matter's arising** – Joanne said that in the previous SAPA minutes (January 14th, 2019) it was noted that the following 100 Club draw would take place in April and every 4 months thereafter, as agreed by the committee. On reflection, the draw after April would fall during the summer holidays. Joanne suggested the next draw to take place in June and every 4 months thereafter. All present agreed.

Joanne also informed everyone that tickets for the 'Quiz Night' had been put on hold to College Sixth Form pupils and they would be offered tickets if regular sales were not as good as expected.

Joanne handed the 'Uniform Sales' rota to the group for volunteers. Sheila Sheerin kindly volunteered to sell uniform at the 4th year parents evening in March.

Cathy McBride is still looking into 'Easy Fundraising' and will report to the next SAPA meeting.

3. **Treasurer's report** – Neil Priestner said that very little had changed since the previous meeting. Uniform sales were still going strong. Joanne stated that she had been approached about second hand Preparatory Uniform and if it would be possible to sell it during 'Parents Evening' week? Joanne suggested that it could be sold at the Christmas Fair alongside College Uniform.

Neil reported that the 100 Club has never had more than 20 members and makes on average £105 a month, he suggested that membership be offered to SAPA members to boost sales. It was noted that ethically it would not be ideal to offer membership to just SAPA members and to ask Mr Rainey for any suggestions re sourcing new members. Neil stated that the College may be reluctant to take on the 100 Club as the sports department already run a sports 100 Club.

4. **Quiz Night 2019** – Joanne said no tickets had been sold to date for Quiz Night, but it wasn't unusual to have a late surge in sales. A deadline of March 11th had been decided for sales and if enough tickets hadn't been sold, a decision would have to be made about cancelling the event. Joanne offered to e-mail Mr Cutting to ask him to garner some interest with the teachers.

It was suggested that 'roll the coin' could be played on the evening. A floor plan of the sports hall was discussed and agreed, but will depend on of chair and table numbers once numbers attending are known. Anna Warwood kindly offered to be a helper to the 'Quiz Master'; Lucia Mac Donagh offered to sell snacks, tea and coffee. Joanne suggested putting small fairy lights in clear wine/soft drink glass bottles as a table decoration and requested that bottles be brought to the following meeting. Joanne will supply pens and Sheila Sheerin will supply card for team names.

It was agreed that set up could start at 4pm on the day of the event. Volunteers helping on the evening to arrive at 7pm. Andrea, Mary, Jo, Sheila and Stella will set up. Joanne has produced a registration form for teams, which has been emailed to parents. Copies will be made for the evening. Prizes were discussed and it was agreed that 1st prize would be a drinks hamper, to be made by Stella, and best team name prize would be a box of chocolates; Joanne will put a call in the college and school newsletters asking for donations. First aiders will be Joanne McEntee and Anna Warwood.

5. **Summer Party** – Joanne confirmed that the deposit had been paid to Bowdon Rugby Club (capacity has increased from last year to 280) and we had been advised to confirm music and food. Everyone agreed that Ben (DJ from the previous year) should be booked for this year. It was decided that the food be provided by Wood, Fire and Smoke BBQ outside caterers. It was agreed that the ticket price should be raised from £20 to £22.
6. **Committee Positions** – Joanne thanked Andrea Mottram for her help and support while carrying out her role as part time Secretary, Stella Corran agreed to take on the role full time. Joanne informed everyone that the position of 'Deputy Chairperson' was still unfilled and she was hoping to meet with Mr Groves in March to request a Parentmail be sent to encourage a parent to volunteer.
7. **Any Other Business** – None.

Next meeting: Monday 11th March 7pm at the Preparatory School