



St Ambrose Parents Association

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Minutes of SAPA meeting held on 22nd April 2019, 7pm at

The Bulls Head Pub

Present: Joanne McEntee, Sheila Sheerin, Cathy McBride, Neil Priestner.

Apologies: Andrea Mottram, Nathalie Lawrence, Stella Corran, Lynda Nempotakis, Belinda Fleming-Graham, Julie-Anne Hawkes, Mary Ireland, Anna Warwood.

1. **Minutes of last meeting** – Minutes of the previous meeting was agreed as accurate, proposed by Neil Priestner and seconded by Sheila Sheerin.
2. **Matters arising** – None.
3. **Treasurer's report** – Neil reported on the current financial position. Latest Quiz Night surplus is £520, with £15 still owed by one parent. Joanne transferred £20 to the SAPA account for tickets sold, but this has yet to be shown on the accounts – Joanne will check the transfer occurred. Another £100 from uniform sales is also to be banked. Neil explained that monies will be distributed to the schools at the end of June.

The number of SAPA 100 club units sold has fallen to 17, so Neil plans to meet with Mr Rainey to discuss options for increasing participation. A draw was made and the winners are:

1. £100 – D Mulholland
2. £67 – SL Martin
3. £34 – GJ & DP Barber

The next SAPA 100 Club draw will be in June 2019 and then every 4 months.

4. **Quiz Night review** – All agreed that the Quiz Night had been very successful (both in terms of enjoyment and surplus raised), well-attended by teachers but not so by parents. It was apparent that many of those attending came at the personal request of parents involved in SAPA, and this seems to be the best way of encouraging attendance. The message needs to be spread that supporting SAPA events is for the benefit of all our boys. It was agreed that another Quiz Night should be planned but that appetite for the event should be gauged in advance. Joanne will book a date at the Prep School (first Friday in February 2020 was thought to be best) and she will organise for all parents attending the Summer Party to be asked their opinion.

5. **Summer Party** – Joanne summarised progress to date in preparing for the Summer Party. Venue, caterer and DJ are booked, and venue hire costs have been paid by Neil. Tickets will go on sale on Monday 29th April and close on Monday 3rd June. A Parentmail message for parents advertising the event was circulated for comment and approved. Still to be decided are table centrepieces and chair-tie back colours. 15 clear glass jars have been donated and it was agreed that these could form the basis of the table centre-pieces. All agreed that costs should be kept low and there would be no plan to sell centrepieces at the end of the party. Ideas are needed (options include flowers, tea lights or fairy lights) and a plan will have to be finalised at the May meeting. Volunteers to sort the centrepieces are also required. The colour grey (or white) was chosen for chair tie-backs; Joanne will inform Bowdon Rugby Club.

Copies of the risk assessment were circulated; comments should be returned at the next meeting. Joanne will circulate the risk assessment to absent committee members.

Joanne reported that no raffle prizes have yet been donated. We need at least three major 'eye-catching' prizes, and no more than 10 in total. These will be needed by the next SAPA meeting on 13th May, as planner inserts advertising the prizes need to go out on Thursday 16th May. Joanne will put another call out in the school newsletters and SAPA Whatsapp group, and will email parents who have consented. Neil and Cathy have ideas and will investigate. Information on the pre-party drinks raffle will be circulated at the same time that ticket sales are advertised; the draw for the £50 prize will take place at the AGM on 10th June.

Ideas for fundraising at the Party were discussed. It was agreed these would be Chocolates (Neil will speak to Elaine Cannon about how to run it), Treasure map (Joanne will organise), Spin the wheel, and Throw the coin (Sheila will donate a nice bottle of gin). We need parents to help run these fundraisers at the party.

6. **October event for new parents** – Ideas for a new fundraising events were discussed, including a wine tasting/gin tasting evening with cheese and biscuits – Sheila explained how this could be run. Specific ideas for new parents starting in September included having a family event with a famous speaker taking questions and answers – Cathy has heard that a Premier League referee lives locally and has been visiting primary schools. Best time would be mid-October on a weekday evening (7-9pm). Joanne will put out a call on Whatsapp and in the school newsletters asking for suggestions and contacts. Joanne also explained that the Prep School would like SAPA's help to run a Halloween disco for Prep children – this can be discussed further at the next meeting.
7. **Any Other Business** – Joanne summarised what needs to be done when selling uniform at the Sports/Rugby Camps for new starters.

Next meeting: Monday 13th May 7pm at St. Ambrose Preparatory School, Clay Lane, Hale Barns.