



**Minutes of SAPA meeting held on 13th May 2019, 7pm at  
Saint Ambrose Preparatory School**

**Present:** Joanne McEntee, Mary Ireland, John Cutting, Lynda Nempotakis, Neil Priestner, Sinead Aldridge, Vicky Walker, Justine Wilson, Sheila Sheerin, Gabi Walker, Cathy McBride, Stella Corran.

**Apologies:** Andrea Mottram, Anna Warwood, Julie-Anne Hawkes, Belinda Fleming-Graham, Nicole Telfer, Nathalie Lawrence, Frank Driscoll.

1. **Minutes of last meeting** – Minutes of the previous meeting were agreed as accurate, proposed by Joanne McEntee and seconded by Sheila Sheerin.
2. **Matters arising** – Joanne reported that she had received positive feedback in relation to the Quiz Night and we had made £500 profit. She stated that she has booked Thursday 6<sup>th</sup> February 2020 at the Preparatory School as a possible date for a quiz night if enough interest is shown. Joanne has prepared a questionnaire for people to complete at the Summer Party to gauge interest.  
  
Joanne reported that she has not received any response to her request for someone to take part in a Q&A evening event for new Year 7 boys.
3. **Treasurer's report** – Neil reported that he has banked £1,000 from uniform sales since the previous SAPA meeting. Neil is hopeful that we could make a further substantial amount from uniform sales at the two subsequent rugby camps. It was decided that SAPA would sell tea, coffee and cakes at the rugby camp on June 8<sup>th</sup> alongside uniform sales.
4. **Summer Party** – Joanne reported that the College has sold 44 tickets and 30 drinks raffle tickets but unfortunately the Preparatory School has not sold any. Ticket sales are to close on June 3<sup>rd</sup> as the caterers and Bowdon Rugby Club need to know numbers by 4<sup>th</sup> June. Balance to be paid to Bowdon and the caterers on 7<sup>th</sup> June, DJ to be paid £300 cash on the night. Neil to organise floats for the evening.

Everyone agreed that the risk assessment previously circulated is satisfactory for the event. Joanne will act as first aider at the event. Grey taffeta bows for the chairs were agreed and fresh flowers for the tables. Sheila, Mary and Stella volunteered to sort flowers for the tables.

It was decided that the raffle would not be advertised until the night of the Summer Party as we have no prizes. The raffle prize list will be finalised on 10<sup>th</sup> June. Drinks raffle to be drawn at the AGM. It was agreed that the following games would be used as fundraisers:

- Chocolates - Justine will organise the chocolates and Neil and Lynda will sell them.
- Treasure Map – Joanne will organise and run on the night.
- Coin Throw - Sheila supplied a bottle of gin and Paul McBride will run it.
- Spin the Wheel - Stella will package drinks as prizes, Vicky deliver Spin the Wheel to Bowdon Rugby Club, and Joanne and Brett will run the game at the party.

5. **Halloween party** – Joanne advised that SAPA had been asked to organise a Halloween party at the Preparatory School on Thursday 31<sup>st</sup> October. It was suggested that we offer games, face painting, tuck shop etc. The Preparatory School will advertise it and would require parents to stay and help.
6. **Vacant committee positions** – Joanne reported that the Chair and Deputy Chair positions are currently vacant. Neil Priestner has offered to continue as Treasurer as has John (webmaster), and Stella Corran has offered to continue as Secretary. Mary Ireland, Belinda Fleming-Graham and Lynda Nempotakis have offered to continue as committee members. Nathalie Lawrence is yet to confirm her position.
7. **Any Other Business** – None.

**Next meeting: Monday 10<sup>th</sup> June 7pm (after the AGM) at St. Ambrose College.**