

Minutes of the Meeting of the Arthur Mellows Association
held on Monday 13 November 2017 at Arthur Mellows Village College
commencing at 7.15pm

Present: Gill Bennett (Chair), Claire Cobourne (Vice Chair), Maurice Cook (Treasurer), Sally Cook (Secretary), Ragan McGill, Hayley McGill, Claudia Samara-Tarazi, Steve Wilson, Kay Thompson, Justine Rivetti, Mary Kiernan, Mark Betambeau, Rachel Hutchins, Julie Taylor

1. Minutes of the Last Meeting - The new Chair welcomed everyone to the meeting and said she was delighted to have such a good attendance. She confirmed to the committee that the Minutes of the last meeting were an accurate record.

2. Finance Report - The previous Treasurer, Julie Taylor, presented the Finance Report, detailing the accounts since the AMA AGM.

Receipts:	£90.62	Parentpay contributions
Payments made or committed	£20	Auditor
	£141.62	Great Eastern Run T-shirts
Main Account Balance	£4904.39	
Float	£50.00	
Business Account	£61.88	

Julie reminded the Committee that arrangements needed to be made for new cheque signatories to be put in place.

3. Monetary Requests - Gill reported that a small number of requests had already been passed to her from Debbie Sanderson and that further requests were awaited. £650 had already been contributed for a theatre company visit which would take place in February.

4. Year 8 Parents' Evening Uniform Sale - Gill requested help from the committee to run the Uniform Sale on Monday 4 December and volunteers came forward. Setting up would need to begin at 3.00pm on the day and the sale would take place from 4.00pm to 6.30pm. Committee members agreed to check the stock in the AMA cupboard after the meeting. Float was already available but the sales usually needed a substantial amount of change.

The committee discussed the popularity of various items of uniform and agreed to revise the price list accordingly and to withdraw some items from sale. It was suggested that the sale prices could be compared with retail prices as a guide.

Gill is investigating the possibility of raising money from surplus stock, which cannot be sold, via a Textile Recycling Association and will report back to the committee. It was also suggested that perhaps the Textiles Department within school could make use of the stock or that it could be recycled into other useful items, for example dog beds.

Requests are made to parents for items of uniform to be donated and the clothing is rotated wherever possible. It was agreed that, in necessary circumstances, uniform donated to the AMA could be made available for no charge to families who might be pleased for such assistance. Debbie would be able to advise on the most appropriate way to make this information known to parents.

Uniform prices can be advertised on the website and in the Parents' Evening letters and Gill will promote the dates of the sales on Facebook.

5. Christmas Concert - The concert will take place on Wednesday 13 December. Rachel advised that approximately seven helpers would be required at this event to serve refreshments and run the raffle, four to set up at 6.00pm and the remainder at around 7.30pm during the interval and members of the committee kindly volunteered. Refreshments will comprise tea, coffee and mulled wine with crisps, stollen/Christmas cake and mince pies and these can be sold beforehand as well as during the interval.

Paper cups can be sourced quite cheaply from high street stores or might possibly be donated by Starbucks. The committee members each agreed to donate a box of mince pies. The committee decided to keep the price for a mince pie/cake and a drink at £1.00.

A raffle ticket station will also be set up at the concert and Gill suggested the theme of a Christmas hamper raffle, sourced for this event through Year 7 pupils. A request can be sent via Parentmail to Year 7 families asking for pupils to bring in an item during a period of time leading up to the concert. A list of suitable items will be suggested, including gift vouchers, although parents will be asked to bring any alcohol into school personally and not to send it with the pupils. Other donations will also be accepted and contributions may be forthcoming from local businesses.

Gill will monitor the contributions regularly so that the number of possible hampers can be identified and the time needed to prepare the boxes and fill them. A room to make up the hampers has already been booked for Friday 8 December from 1.30pm and Debbie will ask for Sixth Form volunteers to help if available at this time and also after school, as well as at the concert itself.

Debbie will also promote the theme of the raffle when the concert is advertised. Teachers could perhaps be approached to make up a hamper for future events and photographs of the hampers on the website or in the newsletter will help to promote them. Pupils from different year groups can be approached at different times throughout the school year and perhaps become involved with the fundraising, especially if a particular year group has requested funds.

Volunteers at the meeting offered to prepare the hampers in advance and Gill asked if committee members could wrap the outside of one or two boxes each to bring to Parents' Evening. Items requested could be tailored to the time of year if the hamper raffles prove popular and are repeated.

6. AMA Going Forward - At the AGM, there had been a discussion around the possibility of changing the name of the AMA to a more recognisable title in order to raise its profile. After discussion about ways in which to highlight the AMA by using The Voice, Facebook and including information in Year 7 induction packs, the committee agreed that the Association's name should also be changed. In accordance with the AMA constitution, Sally was requested to gather written requests from committee members to hold a Special General Meeting for this purpose, to be held on the same date as the next committee meeting.

The Association is not a registered charity and this issue will also be considered.

The Chair asked committee members for new fundraising ideas next year and said that she would be grateful if members would be prepared to take ownership of an individual event, whilst bearing in mind the preparations that would be needed for student activities and requirements for site security staff.

Gill closed the meeting by presenting gifts to Rachel, as outgoing Chair, and Julie, as outgoing Treasurer, for all their hard work on behalf of the Association.

7. Any Other Business - It was proposed that the next committee meeting be held on Monday 8 January 2018, immediately following the Special General Meeting which will commence at 7.15pm.