

Ribston Hall Association Minutes

14th April 2016

In Attendance: Amanda Chong, Julie Mclean, Liz Good, Ann-Marie Karadia, Wendy Hiimae, Lisa Westmacott, Oliver Dyer, Michelle Thomasson

1. **Apologies:** Julie Paveley and Iain Williams plus an explanation that Iain had recently sent notice of his resignation as Treasurer of the RHA, although he would not be attending any more RHA meetings he would maintain financial oversight until a new treasurer could be found.

2. **Minutes of last meeting 25th Feb 2016** were checked, there were no matters arising.

3. **Treasurers Report as sent in by Iain:**

1 - Bank Account and Cash Balances

100 Club balance as at 31st March	5,603.94
Current Account balance as at 31st March	9,798.32
cash held as at 31st January	<u>396.56</u>
Total	<u><u>15,798.82</u></u>

Increase £104.57

2 - Recent Events

Bingo Night	245.74
Parents Evenings	9.54
Expenditure	<u>-185.76</u>
Total Net Income	<u><u>69.52</u></u>

3 - Annual Accounts

Return to Charities Commission successfully submitted for year ended 31 August 2015

Profit not as great on the Bingo eve as previously thought though the eve was enjoyable (perhaps Sports Relief and a good dose of cold viruses around the school had an impact on attendance).

Also profit from refreshments at parents eve minimal as most parents were concerned about their place in the queue and due to the effective appointment booking system most parents had little spare time between each appointment. There was also conflict with Ribston pupils selling cakes and fruit juices for charity so the RHA only offered hot drinks.

There were also concerns about promotion of the Bingo event, Wendy had tried contacting the IT department on a number of occasions to have the RHA web page updated but had no response from the relevant staff. *Wendy to send the information to Mandy who will ensure that the web page is updated;* further news could also go out on Twitter via staff member Alec; please note: each Monday the staff plan the tweets for the week so it is best to have information sent in before Monday morning.

Julie Mclean reiterated that it could improve parental support if we are specific about our fund raising goals - the laser printer was agreed upon. *We all agreed that we would donate £5,000 in total towards the £15,000 cost of the laser printer (already paid by the school).* The £5,000 donation would be drawn as £4,000 from the 100 Club and £1,000 from the current account. We could then show that the RHA has donated a third of the amount and that two thirds are still to be raised.

Wendy suggested that her family could make a thermometer showing the current amount raised against the proposed target.

4. RHA Events - summer get together for the new pupils, Monday 18th July, 4.30 – 6.30pm

- *Ann-Marie to source a contact for an Ice Cream van (since meeting Anne-Marie has booked van)*
- *Denise Stoner will organise the second uniform sales*
- *PE Dept will set up the games*
- *RHA will provide liquid refreshments including Pimms, licence will be required - **can Iain apply on behalf of the RHA?***
- *Mandy to arrange coloured stickers and map to help organise parents by local area*
- *Mandy to arrange catering with the in-house staff using a similar menu to last year*
- *We should wear the RHA t-shirts to help promote the RHA*

Julie gathered information and tips about another school's successful fair, it was then suggested that RHA run a Christmas Fair with a raffle (donations from businesses and parents) and stalls for crafts people that would include a table fee and a donated prize for the raffle. *Michelle to ask Claire (original organiser of Stroud markets) about potential crafts people.*

Suggested date November 24th *to be confirmed by Mandy after checking other school events.*

5. School Events: Spring Concert 28th April 7pm – 6.30pm set up

The last concert for year 13 - tea, coffee and juice for the interval. ***Mandy to check the interval time.*** Lisa and Wendy to purchase any necessary refreshments, Michelle and Oliver to also help during the evening.

7. 100 Club draw for Feb and March 2016:

February 1st prize £20 L & D Holmes no. 165 2nd prize £10 Iain Williams no. 24

March 1st prize £20 L & D Holmes no. 166 2nd prize £10 Mrs H Mateus no. 4

8. AOB: Mandy to invite new head girl and 6th form team for the start of the new year to ascertain their interest in potential fund raising events.

Michelle to send electronic RHA parent pack to Wendy, some of this pack could be given to the Yr6 parents at their info sessions in June as well as September.

Michelle suggested that Iain write a list of treasurer's tasks to help any would-be treasurer with a non-financial background, Oliver and Liz offered to consider the role.

Next Meeting:

7.30pm Thursday 23rd June 2016 in the Library