



**Chertsey High School Association Meeting**  
**Tuesday 10<sup>th</sup> December**

## **Agenda**

### **1. Present and Apologies**

**Present** – Tracy Regnerus, Ian Gardner, Helen Gardner, Amanda Morgan, Emma Bell, Kayleigh Slatter, Natasha Porter, Sam Griffiths, Ruth Pender

**Apologies** – Warren Busch, Mervi Tharani, Leigh-Anne Dimech, Ali Leahy, Patricia Marques and Ann Long

### **2. Christmas Carol Concert 19<sup>th</sup> December 2019 – Emma is the PM for this event.**

Members who are helping on the night: Leigh-Anne, Ian, Kayleigh, Natasha. Arrival time at venue to be confirmed on WhatsApp group.

Refreshments will be sold to the parents in the hall, which is a short walk from the chapel. No food or drink will be allowed in the chapel itself. Parents will be asked to congregate in the hall before and after the event. Children will need to be in the chapel for rehearsals at 6:15 and the event will start at 7pm.

Mr Hayter will arrange reserved seats for CHSA helpers, as well as at least 4 members of staff to assist the CHSA. Teachers will be guiding parents to exit and policing the no food or drink in chapel, Mr Hayter will provide buckets: one for left over liquids and another for rubbish. Signs for no food/drinks in chapel to be displayed.

Emma to do Costco run for refreshments on the night: mulled wine, hot chocolate, mince pies and cookies. Kayleigh to laminate price lists and anything else we need signage wise. Tracy will drop off large jugs to use for drinking water.

### **3. Meeting start time vote 18:30 or 19:00**

Those members who did not attend voted via email or WhatsApp. Members voted 12 for and 2 against for new start time of meetings which is confirmed for 7pm. However the meetings will need to be prompt as the cleaners lock up at 8pm. This will ensure that meetings only last an hour and will not overrun, Thank you Mr Howell for the feedback regarding the time change.

### **4. Finance Update – Ian**

School still has not spent the money outlined at previous meeting so our account is approx. £4k healthier than it should be at this point. We have had income from the quiz night £672.75 and Goose Fair £272.40. Still small regular amounts coming in from Easy Fundraising. Only kit purchases were the two trolleys at £53.70.

Update from Leigh-Anne – All minutes for the last year have been emailed to Clare Palmer who is the new finance officer for Chertsey High and has been tasked with compiling the invoices for all the purchases the Committee have agreed to help the School financially with. Email sent to me on 22<sup>nd</sup> November stated that these were ready to be sent to Ian Gardner. However, minutes for meetings were requested before these can be finalised and sent. Minutes emailed on 23<sup>rd</sup> November.

### **5. ParentKind 2018 Constitution/registering as a charity – Tracy/Ian**

There is no need to sign the 2018 constitution but we will operate under new guidelines. We need so set up a meeting with Zelia, Chris and Patricia if we are going to register as a charity and to look at long term goals. If the school want us to raise more money in the future and keep going long term, then it will be worthwhile. We will look to arrange a meeting in the new year. Tracy and Ian have started the setup up for the PTA website via ParentKind. Tracy will email links for webpage so that committee members can sign up. Tracy will also assign roles then everyone can take a look at site functionality before we go live. As this can be used for ticket sales and drumming up helpers amongst other things, we will be asking the school to include this information to all new intake of year 7 parents in 2020 and ask them to sign up as they do for ParentPay. Moving forward, tickets for events will be available online once this is all set up. Communications will need to be sent out via the school newsletter for current year groups.

### **6. Events Calendar for 2020 – all to discuss –**

No time to discuss future events so this will be discussed as the first point on our agenda at our meeting on 14<sup>th</sup> January 2020.

However, it was agreed that the Loose Change Challenge will take place in January. There will be a slightly different format as suggested by Ann this time, as it will only be a one day event which will probably take place on the last Friday in January. We will ask the school to announce the challenge. 6 committee members will be onsite and assigned to a house. We are either looking at house points for the winners or we also mentioned setting up CHSA points that could also be linked to other fundraising and then we would provide prizes for the winning house – Mrs Marques is going to check with the school re the CHSA points.

## 7. AOB

Update on tuckshop. Trudi McDonald has offered to run it and is awaiting confirmation that her case worker will authorise the DBS checks for her carers and then she needs to apply for hers through the school. She has also asked to be voted on to the committee so we will do that at the next meeting.

Missing CHSA banner – Mrs Marques has kindly offered to investigate and establish the whereabouts of our banner. If it cannot be located, it will need to be replaced.

**Date of next meeting: 14<sup>th</sup> January 2020 at 7pm.**

