



Chesterhouse School Association

Minutes of the Meeting held at the School on 19 November 2013 at 18h30.

ATTENDEES

Bev Smith	(Chairperson)
	(Vice Chairperson)
Alet Lambert	(Secretary)
Derek Lambert	(Treasurer)
Ann Cordner	(School Principal)
Chelsea Munro	Teacher
Christine Sussens	Committee Member
Odette Forester	Committee Member
Wilna Fourie	Committee Member
Aleksandar Stapar	Committee Member
Angelique Breedt	Committee Member

Apologies:

None

Meeting Start: 18h30

The minutes of the meeting held on 29 October 2013 was approved.

MATTERS ARISING FROM THE SA MEETING HELD ON 19 NOVEMBER 2013

TREASURER'S UPDATE

Christmas Tree Baubles

A total of 330 decorative Christmas baubles were sold at R5 each. The amount raised covers the cost of the baubles, and the advertising banner that has been made for the Christmas market. The banner can be used for future Christmas markets, with a few minor changes being made.

Christmas Market

55 stalls have been booked to date. The funds raised are coming in steadily, and will be largely used towards items that are required to ensure the market is a success. Updates in this regard will be provided at the next meeting.

CHRISTMAS MARKET

Electricity and Lights

Concerns were raised with regards to electricity. Stalls that would need electricity include (1) Matric Dance Committee – they will be using an URN; (2) Boerewors rolls stall – will need to use a fridge; (3) Coat of arms stall – will want to connect a laptop; (4) at least 6 points outside, including the Association's jumping castle.

At last year's market it got quite dark towards the end of the evening. It is important that especially the children's section will not be too dark; areas of concern are the jumping castle, races, pin-the-donkey.

Bev has enquired about getting people in to supply back-up electricity; it was suggested that they might perhaps be able to help with the lights as well. Odette and Bev to enquire about lights, and perhaps get some quotes. In the case of the electricity we also need to get quotes first. Due to the costly nature of getting people in to supply electricity and lights, it was suggested that we should look at permanent ways of solving the problem. In the long run, hiring is not cost effective.

However, Chelsea raised the point that the stalls in total will actually not use a lot of electricity. Ann added that the electrical supply will be fine, and that there is no need for back up. There is a problem on the sound-system (probably an earth-leakage); the problem is NOT an overload. We must just make sure that the electrical supply is well spread. All three phases are to be used. The company, *Dentz* have sorted out the electrical problems at the end of 2011. During the school day, a lot of electricity is being used, and there are never problems with electricity.

The only available light is the one at the kitchen; there are no lights on the field.

It is important that we have access to Estelle Snyders' room on the evening of the market.

Entertainment

Sonja Love and Chelsea have worked out the programme for the evening; entertainment will include singing of carols, piano/cello/violin and vocal solos. The children doing the carols will line up at 18h55 and will be finished by 19h45.

Jumping Castle

The association's jumping castle is to be erected for the market. The plug point in Ann's office will be used to power the jumping castle.

Raffles

There will be ONE raffle, combining different items, e.g. a camera, 2 cakes, a few hampers. Derek and Alet to please print raffle sheets. Raffles tickets will be sold at R10 per ticket. As the raffle items must be on display, the SA also needs a table with chairs. Association members as well as prefects will man the table. A roster is to be worked out.

Sponsors

It was suggested that we get sponsors for the raffle prizes, but it was decided that we do not want to ask the community for sponsorships too often and the suggestion was therefore scrapped.

T-shirts

It was decided that members should wear their red SA t-shirts for the Christmas Market.

Banner

The banner is up on the fence of the school and looks great.

Christmas lights

Alex offered to put up the Christmas lights on the Christmas tree in the hall. This must please be done on the 3rd of December.

Photos

Angelique agreed to take photos and to do the write-up for the school's newsletter.

On the day of the Christmas Market

Members will meet at the school at 12h00. The Primary School children will be asked to help with the tables and chairs. We need to supply the teachers with "sticker dots" to mark their tables; they must be placed ON TOP of the tables. Chelsea to label the tables of the stallholders.

NEW PARENT'S DAY

On Friday morning, 22 November, from 10h30 – 12h00 the SA members to please assist the teachers by arranging fun activities, e.g. face-painting, obstacle course, animal balloons. The jumping castle will also be put up. Angelique was asked to take photos on the day.

CAMP OUT

The camp out will take place on Friday, the 7th of February, 2014. Wilna has booked the inflatables. We will have the same food arrangements as we had for the 2013 camp out. Alet has offered to do the necessary e-mails to parents, food-tickets etc. We will use the tuck-shop on the evening, and will be selling hot foods, cold drinks and other snacks. Derek has offered to do the boerewors-braai. We must remember to remind the people who pre-purchase tickets to collect their food early in the evening.

The SRC to be asked to assist at the camp out. We will have a raffle at the camp-out.

2014

We need to get the 2014-event planner of the school so that we can see what the dates are for the other events.... then only can we book the rest of our fund-raising events for 2014.

Third term event

Possible events mentioned were:

Barnyard

Fashion show

Car rally

This is an event for the whole family and will go down well with both the Junior School and College.

Art auction

This has been immensely successful in the past. It involves the whole school as each child has an artwork on display. Each class produces a single artwork and this is then auctioned off. Tickets can be sold at R80 – R100 per ticket, including a Cheese and Wine. It is a lovely social event bringing the pupils, teachers and families together.

Fear Factor

PERSONALIZED E-MAILS

It was suggested that for future events personalized thank you e-mails are to be sent to parents who made a significant contribution to the success of an event. E.g. quite a few parents bought a large number of baubles (10 – 15) for their child, with the intent of the rest of the baubles being distributed amongst the children in the class whose parents did not purchase baubles for them. Sending personalized e-mails should also contribute to the fostering of a spirit of giving and sharing amongst the Chesterhouse community.

REPLY SLIPS AND MONEY

It was suggested that in the future the combined collection of reply slips and money would be made easier by supplying an envelope with the letter. The parents can then complete the reply slip and place it together with the money in the envelope and seal it.

PRIZES FOR RAFFLES

Derek suggested that the SA should purchase some items personalized with the Chesterhouse logo with the intent of using these items for future raffles as well as for gifts for staff members etc. The purpose of this is to enhance Chesterhouse pride and to work towards a stronger Chesterhouse identity. Derek has been looking into this and will bring examples to the next meeting.

EQUIPMENT

Christine mentioned that she has some of the Association's equipment at her house and said that she would give it to Odette at the end of the year.

NEXT MEETING

It was agreed that the next meeting would be held on 13 January 2014 , at 17h00.

Meeting Concluded: 19h45

Chairperson

Secretary