



Minutes of the Meeting of the Ashlyns School Association

30 June 2026 7.00pm – LRC

Present: Martin H, Nicola D, Anna K, Andrea W, Jan B, Alex W, James C, Jo D, Jules G, Sarah W, Helena P, Becky H

Apologies: Rachael B, Dhrooti M, Helen D,

- **Outstanding Actions from Previous Meeting**

- A supplier of mugs wishes to take pictures of the school building to create mock-up artwork for a proposed Ashlyns' mugs. MH to confirm a date with supplier and inform AW. AW to inform Premises and Aspire **ACTIONS: MH & AW**
- MH to confirm with Claire F if she has secured a replacement Event Lead to take over the Rotary's Santa's Sleigh activity **ACTION: MH**

- **ASA roles & volunteers**

- Co-Treasurer: James C was appointed Co-Treasurer, taking full effect following delivery of the 2025 - 2026 Financial Accounts. Huge thank you to Helena P for all her dedication and work over the last three years.

- **Treasury Update**

- Charity commission laws have been updated but ASA still qualifies for bottom tier and will be unaffected by changes.
- AW suggested information in the school's 'Lettings' policy and 'Keeping Children Safe in Education' policy could be helpful for ASA event management. AW to speak to Mr Beattie (DSL) for advice **ACTION: AW**
- £64,000 in ASA accounts. Ring-fenced funds include a £5,000 minimum holding amount, meaning there is £59,000 available to spend at time of meeting
- The minibus monthly leasing cost (for next three years) needs to be accounted for. MH to confirm final total and forward to treasurers **ACTION: MH**

- **Funding Requests**

The following funding requests were approved in the meeting -

- Career Expo: Digital and online brochure as well as catering for the exhibitors to support the Career Expo on 22 October - £1,542
 - MH to write one-line quote for brochure. AW to liaise with department to confirm deadline **ACTIONS: MH & AW**
 - Year 7 Flashmob - £2,000
 - AW to look at how we can publicise event and ASA funding support **ACTION: AW**
 - MFL: Headphones - £720
 - LRC: Manga and Author Visits - £1,600
 - Music: Pianos and Stands - £2,232.50
 - Textiles: Embroidery Machine – Approved pending final cost
 - AW to get final costs and ask if there is an associated subscription cost that hasn't been included **ACTION AW**
 - Science: Anatomical Model of Flower and Eye, Infra-Red Camera, Laser Tech & Skeleton – £2,329.25
 - Drama/Premises: MH to contact Mark Bennett and ask what he would cut out from the bid request if he was to reduce the bid **COMPLETED**
- ND to share funding log document with JD **ACTION: ND**

- **Fundraising - non-event activities**

- ASA 100 Lottery:
 - Current member numbers stand at 123, with top cash prize between £50-60 a month. SW to share prize funds to be included in the eBulletin **ACTION: SW**
 - AW to ask if we can process payment for the ASA through Parentpay **ACTION: AW**
 - SW said she plans to stand down in one year
- New2You:
 - AK & MW to run New2You stand at the Year 6 uniform event. ND and JD to attend to promote ASA activity to new parents **COMPLETED**

- **Summer Term; 2025 - 2026 Events**

- Comedy Night: 10 July
 - 159 tickets sold to date, which is a good result given there is strong competition locally
 - The curry / ticket bundle has worked well

- **Autumn Term; 2026 - 2027 Events**

- Open Evening: Thursday 1 October (5-30 – 8-30pm)
 - It was agreed an ASA presence isn't needed as the families are focused on the school.
 - Setting up the promotional boards and leaflets is sufficient

- Halloween: Tuesday 20 October
 - Amy (AC) and Anna (AK) to lead
 - Heads of Year have been informed of the date. AK to email a second time for confirmation **COMPLETED**
- Craft Fair: Sunday 15 November
 - Interest from stall holders is good
 - Rachael B and Jo D would like someone to run social media, but if no one is available they will do it. MH suggested his son and will speak to him **ACTION: MH**
- Festival of Light: Sunday 22 November
 - James C to lead
- Burns Night: Friday 29 January
 - Piper and band with caller booked
 - Culinera are on board
 - JB to contact the Sixth Form committee **ACTION: JB**
- Quiz Night: Date TBC
 - ND to ask Jenny if she is happy to Lead the quiz night again **ACTION: ND - COMPLETED**

- AOB
 - ND to draft a letter with a volunteer update and details of positions that need filling **ACTION: ND**
 - AW to investigate whether the ASA can attach a letter within the main body of the eBulletin email, in a similar way to Mr Shapland's or Uniform Update letters to achieve better engagement **ACTION: AW**
 - SW mentioned she doesn't always receive the eBulletin email from school. AW to look into whether this is a known issue **ACTION: AW**

Thank you to everyone who came and everyone's ongoing time and support!

List of Actions:

Action	Responsible
• MH to confirm date with mug supplier to take pictures of school and forward to AW	MH
• AW to alert Premises and Aspire of date when mug photographer will be on site	AW

MH to confirm with Claire F if she has secured a replacement event lead to take over the Rotary's Santa's Sleigh activity	MH
AW to ask Mr Beattie if the Lettings and Keeping Children Safe in Education policies would be helpful for ASA event management	AW
MH to confirm total cost of leasing minibus and forward to Treasurers	MH
MH to write one-line quote to be included in the Career Expo brochure	MH
AW to send MH the deadline for the brochure quote	AW
AW to investigate how the ASA funding of the Year 7 flashmob event can be publicised	AW
AW to get final cost and see if there is an additional subscription cost for the Textiles Embroidery Machine funding bid	AW
ND to share funding log with JD: Completed	ND
SW to share prize totals as well as winner names with ND/AK for inclusion in eBulletin	SW
AW to ask if ASA100 payments can be made via ParentPay	AW
MH to ask his son if he can manage social media for Craft Fair	MH
JB to contact Sixth Form committee re Burns Night	JB
ND to speak to Jenny re quiz night and confirm if the same team is happy to lead: Completed	ND
ND to draft a letter with a volunteer update and details of positions that need filling	ND
AW to investigate whether the ASA can attach a letter within the main body of the eBulletin email	AW
AW to enquire if there are sometimes issues with the delivery of the eBulletin when it isn't received by all on the mailing list	AW