



**STARS Meeting**  
**Wednesday 15th November 2023**  
**7:30pm**  
**Abbots Ripton CofE School.**

**In attendance:** Claire Matthews, James Stevens, Kags Alexander-Cahill, Stefanie Proud, Tim Finlay-Bonner, Holly Jones, Oxana

**Apologies:** Jo Brett-Orchard, Emma Wadsworth, Linda Nixon

**Approval of minutes of the last meeting:** All in favour, no matters arising at present. Conflicts of interests- none.

**Finance:** Opening balance of HSBC £8,842.13 as of 11/10/2023. Opening balance of Natwest £2,629.17 as of 15/11/2023. Float £55.00 and unbanked Cash £198.00. Total £11,724.30.

HSBC needs to shut down via the branch in St Neots as it is costing us monthly to have. Kags advised he will sort this out with Liz and Sarah.

**Cabin Update:** Dunster had sent damaged goods which caused a hefty delay to the build. Tim has completed all the electrical work thoroughly and to a very high standard. A huge thank you to everyone who has contributed their time towards the build and a very special thanks to Mr Scott who has spent a large quantity of time and has carried out an exceptional job.

Last minute housekeeping to be completed over the weekend and Kags will authorise the official safety opening of the cabin which should be week commencing 27th November 2023.

Expenses for the Cabin need to be submitted to Mrs Matthews as soon as possible for her to complete paperwork. No direct receipts needed currently, just amounts and item description.

**Review of recent events:**

**Welcome Picnic-** Great turn out and thankfully we had beautiful weather and everyone enjoyed themselves. For next year communication of this date to be given pre summer (July) in the information pack handed to parents. Also to include our fundraising factsheet and who we are.

**Campfire Cookout-** A great profit made of £387.46 which is a large increase to last year. The timing this year was very good and everyone enjoyed themselves. With the risks of fire this will continue to be a no alcohol event. Feedback from the food side is to introduce bags labelled up with family names and a runner from the kitchen to pass orders out quicker. Food selection was great and could be made slightly simpler however people enjoyed and make the food orders available 2 weeks prior to the event to create more sales.. No accidents occurred/recorded.

**Upcoming events in calendar with dates and any additional information:**

**Movie Night:** Extra volunteers needed for Movie night- however safeguarding trained volunteers needed for certain areas. Consider a Facebook post for future events and a new Whatsapp group of parents who would like to be considered. Bags/boxes available in STARS cupboard along with sweets and Fruit Shoots to be added to the bags.

**Wreath Making:** Foraging needs to be made for the event, there is a large amount of Ivy at the front of the school which can be collected. No takeaway kits will be made this year. An alcohol licence has been obtained for this event.

**Auction:** A letter to be sent to parents regarding donations for the auction. This will open up at the Christmas Fair and held on PTA events this year to try and make payments simpler.

**Christmas Fair:** Food TBC, Kags will proceed with an alcohol licence for the event. Greg Richardson will be Santa. Raffle tickets to be ordered and increase to £1 per ticket and the quantity of 2,000.

**Santa Breakfast & Elfridges:** Shopping date for the event is set for November 24th this is after a stock take on November 20th to ensure reduced stock.

**Any other business (as applicable):**School Council have asked STARS for a small donation so they can buy prizes for class winners. The agreed amount is £140.00, £20 per year group for prizes. We wish them well!

**Date, time and location of next meeting:** Thursday 14th March 2024 at 19:30 online