

## FRIENDS COMMITTEE MEETING MINUTES

23<sup>rd</sup> January 2024

Attended: Mr Dillon (head), Lucy Potter (chair), Mrs Archer, Nicola, Hannah W, Ellie, Julie, Charlotte, Jemma, Hannah C, Kate

	Action
<u>New committee</u> Lucy is stepping down as chair as have the rest of the committee. Nicola and Hannah W have agreed to step in as joint chairs, Julie and Ellie as joint treasurers and Kate as secretary. Names will need to be given to the charity commission. AGM held recently but low turn-out so will hold an AGM next year and formally co-opt in the new committee.	Nicola/Hannah W
<u>Handover</u> Lucy passed over folders and spare key to the shed. There is another key to the shed in the office. All other documents are saved in the Friends gmail account. Lucy will give the log in details to Nicola and Hannah W.  Lucy, Alex (previous treasurer), Julie & Ellie will need to meet to go through the finances and go to the bank to change over details.	Lucy  Lucy/Ellie/Julie
<u>Charity Commission</u>  Friends is registered with the Charity Commission but under previous name of Birch Hill PTA. Accounts were submitted in August 2022. Accounts from last year have not been submitted yet but believe have until March/April to complete.  It is thought there is a constitution which was written some time ago and may need updating. Mr Dillon informed that there are standard PTA constitutions online that can use. Nicola & Hannah W will review.	Nicola/Hannah W
<u>Update on library</u>  Mr Holgate is going to build the new library design over the Easter holidays and will fit out with new furniture. Will cost approx. £2k. The school will pay for the IT & library check in/check out systems. The remaining Friends funding will be used for books. Funding could go on forever for library stock but agreed that funding for this project will end now so the new committee can start with a new project. All monies in the Friends account apart from £1k float will be transferred over to the school.	Lucy/Ellie/Julie
<u>New funding project</u>  Mr Dillon suggested a focus on the outside area. It was decided that a new tyre park would be good, maybe an outside gym and to freshen up the	

outside playground activities like hopscotch. Suggested to get play specialists to come in to give some quotes/designs. Could also involve the school council in making decisions on what to do. School could put in a bid to Wellington College for additional funding. Will announce the new project when announce a change in the committee.	
<p><u>Upcoming fundraising events</u></p> <p><b>School Disco</b> It was agreed to hold a school disco on Thursday 23<sup>rd</sup> May. Difficulties last year with Reception age children due to high needs and therefore need for more teachers to supervise. Decided that Reception will have a tea party or similar event in the classroom on the same day. The disco will be held for Y1 &amp; Y2 between 5-6pm and then for Y3-Y6 between 6.30-7.30pm. Mr Dillon will confirm the date with teachers and the Friends committee will look into booking a DJ. <u>Update</u> – Since the meeting the date has been changed to Thursday 9<sup>th</sup> May due to DJ availability.</p> <p><b>Summer Fair</b> This will be held on Saturday 6<sup>th</sup> July.</p>	Mr Dillon/Friends committee
<p><u>Next meeting date</u></p> <p>The next meeting will be Wednesday 21<sup>st</sup> February at 6.30pm in the school staff room.</p>	