



FRIENDS COMMITTEE MEETING MINUTES

21st February 2024

Attended: Mr Dillon (head), Mrs Cameron, Nicola (joint chair), Hannah W (joint chair), Ellie, Julie, Charlotte, Angela, Kate

	Action
<p><u>Actions from the last meeting</u></p> <ul style="list-style-type: none"> Hannah W has been through the folder from Lucy. Constitution still needs to be reviewed. Still need Friends gmail account password. Nicola/Hannah will contact Lucy & once got password will share with all. Julie & Ellie still to arrange a time to meet with Lucy and Alex to go to the bank and handover finances. Lucy has transferred all funds apart from £1k float to the school. Date confirmed for the school disco, changed to 9th May. DJ is booked. 	<p>Nicola/Hannah W</p> <p>Julie/Ellie</p>
<p><u>Dress down day</u></p> <ul style="list-style-type: none"> Agreed as Friday 17th May. Will be included in the school newsletter. Donations for the school fair will be requested rather than money. Committee will decide on what to ask each year group to bring in, to be decided when meet on 27th March. Poster to be circulated when school returns after Easter break. Shed will need to be cleared out before accept new donations. Agreed Tuesday 23rd April straight after school pick up as date to clear out, all who can attend to help are welcome. <u>Action:</u> Mr Dillon will ask Mr Holgate if he is free then to look at possible flooring as the shed is currently leaking. 	<p>Mr Dillon</p>
<p><u>Summer Fair</u></p> <ul style="list-style-type: none"> Best to get organised as soon as possible. Previous stallholders should be listed in Lucy's folder, would be good to contact them now. <u>Action:</u> Hannah W will take a look. Problems with licence last year so need to do application as soon as can. <u>Action:</u> Julie/Ellie will speak to Alex. <u>Action:</u> Julie will speak to Koosa about running something the fair. <u>Action:</u> Kate will contact the ice cream van company from last year. <u>Action:</u> Angela will speak to Greene King about possible sponsorship. Cuddly toy stall always very popular with the kids. Need to check what cuddly toys are still in the shed but can ask for further donations on dress down day. 	<p>Nicola/Hannah W/ Julie/Ellie/Kate/Angela</p>
<p><u>School disco</u></p> <ul style="list-style-type: none"> Agreed times: <ul style="list-style-type: none"> Reception 3.15pm – 4pm in the hall with school sound system and then back to classroom for squash and pick up, which will allow the DJ to set up from 4pm. KS1 5-6pm KS2 6.30-7.30pm 	

<ul style="list-style-type: none"> • Need to ask parents to drop off at the studio and make clear not to come into the school. Will pick up from child's usual classroom. • Mrs Cameron has spoken to the teachers to ask for volunteers. <u>Action:</u> will confirm numbers and then will know how many parent volunteers are needed. • Agreed payment will be made by Eduspot but can pay cash on the door if parents forget to pay in advance. Will keep cost same as last year, £2 per child. • Squash/water included in ticket price. As last year sweets, flashies will be sold on the night. Floats will be needed. <u>Action:</u> Committee to meet on Wednesday 27th March to discuss further. • <u>Action:</u> Ellie will design a poster. 	Mrs Cameron All Ellie
<u>Library & Outside area/tyre park</u> <ul style="list-style-type: none"> • Mr Holgate will be fitting out the library over the Easter break. • Still need to contact some play planning companies to get ideas for the outside area. 	
<u>Card machines/online payments</u> <ul style="list-style-type: none"> • Would be good to consider moving to online payments only rather than cash for fundraising events. Can ask parents to pay into Friends account or via Eduspot. Good to have a cash back up option if people forget but feel most people don't carry cash anymore so should increase donations overall. • Currently have 4-5 card machines. May want to invest in more especially for events like summer fair. Action: Nicola will look into options. 	Nicola
<u>Other fundraising events</u> <ul style="list-style-type: none"> • Discussed a parents quiz night as was very popular last year. May plan for Sept/Oct. • Could run a cake sale – at the summer fair or separately. Ask parents to donate cakes. 	
<u>Next meeting date</u> The next meeting will be Tuesday 14 th May at 6.30pm in the school staff room.	