



## Committee Meeting - 2<sup>nd</sup> May 2018

### Present:

Sarah Pitcher (Chair)  
Lucy Cass  
Sue Sarginson  
Michael Dillon  
Val Woods  
Charley Neale  
Lucy Potter  
Kate Russell  
Susan Harris

### Apologies:

Emma Austin  
Annette Corbett  
Maria Sanchis  
Raquel Pereira

### 1. Actions from last meeting:

- a. Start approval process for submitting 2016/7 accounts (Lucy / Annette) – **still to do**
- b. Request dates for outdoor cinema event in the Autumn (Emma) - **DONE**
- c. Up-date *Friends* section of school website (Mr. Dillon) - **DONE**
- d. Pass on information about Tesco Groundworks grant and consider a concise proposal for improvement to playground works (Sarah / Mr. Dillon) – **DONE** (over to Mr Dillon to come up with plans / costs if we want to proceed)
- e. Write new Friends constitution and meet to discuss (Committee / Mr Dillon) – **DONE**  
**(constitution to be finalised by committee and voted on at AGM)**
- f. Find out if SCL are available for the Fete (Mr Dillon) – **DONE (they are)**
- g. Check out PTA Events on-line platform (Committee) – **DONE (will try to use for Film pm)**
- h. Find out if possible to share the school on-line payment service (Mr Dillon) – **DONE (it's not!)**

### 2. Quiz Night / Bingo

6 teams took part in the Quiz night which raised £140.

Around 20 families and some staff attended the first Family Bingo event which received positive feedback. Takings were around £170 on games and £80 on the bar. After expenses the sum raised is ~ £190 with stock left for the Fete. We may do an adult only version at some stage.

### 3. Financial Report

There is around £8,500 in the account after paying in the takings from recent events.

#### 4. Disco – Friday 11<sup>th</sup> May (Sarah to co-ordinate)

We will follow the usual format

R/KS1 Disco 5 – 6pm including drink + biscuit

KS2 6.30 – 8pm including a drink + sweets (more available to buy)

Pay on door £2 (entrance through studio to sign-in)

Laura Knightly and sons have volunteered to DJ.

#### 5. Fete – Sat 7<sup>th</sup> July

- **Catering** – the school kitchen team will cook and arrange supplies  
*Action Mr Dillon* – meet with catering staff to discuss and put in touch with committee
- **Stall holders** – £15 for a stall or £10 with a raffle prize donation.  
Are we restricted on numbers? Need to check information we have on previous events.  
We need to respond to the queries we have had – including Slimming World!  
Request for a stall for an ex-pupil to raise funds for a Charity trip to a school in Uganda  
*(Further information on what the stall will be needed to make a decision)*
- **Entertainment**  
SCL are available and it was decided to request ‘Beat the Goalie’ and ask them to provide the prizes *(Action Mr Dillon)*  
Other ideas to explore – SCL Street Dance, Mrs Payne’s daughters Dance Group, Falconry, TATU martial arts *(Mr Dillon and Mrs Woods to ask their contacts)*  
We would like to get a petting area / donkeys and need to get something booked ASAP.
- **Teacher Baby Photo Quiz** – this could be put up in the Studio but need to get on and organise if we want to do it.
- **Staff volunteers** – we need to put up a list in the staff room in advance. Can confirm details at staff briefing Wed 4<sup>th</sup> July. Include in this a very polite request for First Aiders.
- **Bad weather plan** – the community centre has been reserved for us so we can hold the event indoors if bad rain
- **Tombolas** – We will have a non-uniform day Friday 22<sup>nd</sup> June to request donations  
*Action Sarah* – Find letter from last year to see how it was organised

## **6. Outdoor cinema**

Price is £1395+VAT. 28<sup>th</sup> September was chosen as the preferred date (note – Mr Dillon’s birthday!) Maximum capacity is 500 people. We will aim to price it as per the Fireworks £6 adult, £4 child, £17 family in advance. (*Emma to book*)

## **7. Father’s Day Present Room – Friday 15<sup>th</sup> June (am)**

Mixture of donations and bought items to be sold for a contribution from parents (child sent in with amount of money to donate but no change given, minimum amount will be suggested). Deadline of Thurs 7<sup>th</sup> June will be set for receiving donations so we have time to assess and buy more. We will research suitable gifts in advance.

## **8. Funding requests**

The draft constitution states that any member of staff or parent can request funding from the Friends association which will be voted on at a committee meeting. Specific details / costs should be provided to enable this process and some other PTAs have a form for this purpose. Mr Dillon is keen for all ideas to be filtered through him to ensure they are in-line with the priorities of the School Development Plan. He would prefer fundraising went towards big projects rather than smaller items. The committee think it is important that there is visibility on purchases and given the long term nature and sums involved in the larger projects some smaller more achievable wins would be good.

It was agreed that:

- The committee will consider its aims and a process for provision of funds to the School
- Mr Dillon will confirm the priorities after the School Improvement Plan has been finalised and will make specific requests.
- We need to agree on some broad principles *e.g.* focus on outdoor space

£3,000 was given to the School for the agreed contract on laptops.

## **9. ‘Initiatives Fundraising’ – personalised bags (and other products)**

A suggestion from Facebook for a company who prints children’s pictures on to a range of merchandise sold for fundraising. Not sure anyone has time to look at this before the Fete but could be an idea for Christmas.

## **10. Date for next meeting – Wednesday 6<sup>th</sup> June**