

FRIENDS OF ST MARY'S CE VA PRIMARY SCHOOL YATE **(Reg Charity:1022264)**

Minutes of Friends Meeting at the Lawns pub, Monday 8th December 2014, 7:30pm

Present: Justin Blackett, Lynette de Nobriga, Neil Thomas, Marc Johnson, Chris Hares, Jane Barker, Ellen Kirk, Dave Attwood, Liz Hill

Apologies: Mary Baskerville, Sarah Bailey, Tania Bartlett, Steph Berkeley, Kerry Kellengray, Hywel Lloyd

1. Minutes of the last meeting:

Thank you to Hywel for taking the last minutes.

Matters arising: Issues regarding the flagpole will be discussed with Mr. Bird in the New Year.

2. Bark Chippings

Marc will check the price (estimated 7 bulk bags needed). The membrane is intact – just needs securing with more pegs.

3. Treasurer update

Suzanne Law handed over £200 from St. Mary's Scrappers – thank you from the Friends.

Christmas Fayre raised a profit of £1097.13

Tuck Shop raised £95 on the day but this will show separately on the spreadsheet as it runs independently.

Total of £1665.97 taken on the day

Expenditure:

Makro shop for goods e.g. mulled wine and prizes £246, Grotto presents £70, Sticky strip for Cabin slope £29.44, BBQ £39, Banners £35, Raffle £117

Stall Takings:

Bottles in a Bag £244	BBQ £289	Jolly Jars £89
Grotto £117	Teddies £89	Treasure Island £51
Marbles £35	Sports Car £14.50	Hoopla £75
Raffle £234	Refreshments £79	

Current Balance £13391.90

(In addition to savings account containing £3,500)

There is an invoice due for the Christmas cards (£400 approx.) outgoings.

Mr. Bird already has a copy of the accounts.

Leftover mince pies were donated to the school for the Christingle Service

4. Christmas Fayre Feedback

A big thank you to all who helped organise and run the day.

The class reps really took responsibility for organising and running their stalls – fabulous!

Jane – it felt like everything was co-ordinated

Separate meetings helped – some parents who don't usually attend main meetings did attend sub-committee meetings.

Advertising should go out earlier (including requests to parents).

Some people notably volunteered on their stand for the whole fayre.

BBQ (Dave)

- The BBQ is old and needs replacing
- No utensils and pans – had to supply own
- Friends should invest in this equipment as it is used regularly at fundraising events
- The committee agreed to look into this in the spring.
- The BBQs must be cleaned after each use.

Matt Perry who volunteered on the BBQ used to run a mobile catering van. He made the suggestion (via Dave) that a water pump and extractor fan similar to that used in mobile catering could be installed in the Friendship Cabin.

Justin - Mrs. Stephens has said that the school kitchen can be used.

Car – Thank you to Neil

Raffle – half the amount was raised by the cash raffle when compared to last year. Justin said to try again.

Hoopla – prizes not very attractive. Possibly make it harder for better prizes. More children's prizes needed.

Dave offered a suggestion from Oliver Attwood:

Next year there should be an X-Box racing game (2 players race against each other like the marbles)

Jane said that her husband worked for Nvidia – she will investigate if they could support this.

DVD sale next time?

The PA system worked well in the hall but didn't connect to the Hub – to be investigated.

Glitter Bugs dancers were lovely – more entertainment needed. (Many people had been asked but were already involved in other events.)

5. Polar Express

Neil showed the flyer, ticket and bell he had designed.

It will start at 5.30pm. Children will need to be supervised. Justin to confirm maximum number allowed. Children to wear PJs. There will be an interval when children will be given refreshments.

Tea and coffee will be available in the Hub.

This event is not designed to make a profit but should cover its costs.

Tickets are available online. **No** tickets available on the door.

Justin will ask Mrs. Baskerville to mention the event to parents at the end of the school performances.

6. Tuck Shop

Justin shared his vision for the Tuck Shop:

Like the 5K there will be a Tuck Shop sub-committee

It had a start up budget and runs its own income and expenditure.

More volunteers are needed

A set of guidelines should be written for each sub-committee so people can help without causing a problem.

Dave - perhaps there should a BBQ team as well.

Ellen – some parents will find it difficult to approach The Friends to help. Coffee mornings should start again to help develop the parent network.

7. Future Events:

Auction:

8-19 June one week online auction followed by a big evening event (in The Lawns?) where the bidding will continue.

Liz – it would be good to have a specific fundraising project in mind when writing to companies for donations.

Justin – He will meet with Mr. Bird in the New Year to discuss ideas.

New Year Disco:

Friday 16th January – Superhero theme 50% off for all class reps and helper of the Christmas Fayre

Ask each class rep to list who helped on the stall – give names to Justin (Liz)

Ladies Night: 8th May TBC Suggestions of stalls for the evening:

Emma –nail painting

Claire’s cakes

Jane Neal’s Yard

Liz knows a reflexologist who might be interested

Dave suggested that Karen would have several contacts.

Cake Sales:

22nd January – 4ES and 6B agreed – check with school office

Sharon and Michelle would like to propose 13th February as a ‘Valentines cake sale’ for purple class.
Agreed – check with school office.

NO TUCK SHOP on 13th February

Liz to email reps for future cake sale dates.

The Mound:

Further update available on request.

Logo Competition:

Justin shared his ideas for the development of the Friends as a ‘brand’. He said it would show how the Friends are a separate organisation (and charity) to the school and help build an identity. The logo could appear on the Friendship Cabin and on clothing for volunteers.

He would like entries to go onto Facebook and a local designer/celebrity would be asked to judge. (People suggested Steve Webb MP, JK Rowling, representative from Aardman Animations etc.)

Questions were raised as to whether Facebook allow competitions without charge (potential closure of Facebook page or fine as penalty if caught). Justin decided that the competition wouldn’t attract enough interest to worry about it. He said we should go ahead.

Facebook site/forum:

The Reception Class Facebook page is now 'secret' to be as secure as possible. Jane and Ellen have assured the Friends that everything is very positive and supportive of new parents. E.g. Cake Sale dates communicated. Ellen also assured the Friends that if it was misused she would shut it down immediately.

Justin - The Friends logo would help to keep the Facebook pages separate.

Chris – Facebook is easier to manage and access than a more traditional forum.

Any page/site would need to be carefully managed not left as a blank canvas.

The agenda should be posted on Facebook.

Jane mentioned that she cannot access the minutes from the Facebook page.

Justin demonstrated how difficult it is to access the Friends website – links through the school website. Various technical improvements were discussed.

On current page – parents need to 'LIKE' the Friends.

Security issues were discussed.

AOB

Marc & Neil: Rubbish should be removed after each event. They have cleared the area around the Cabin which included carrier bags of litter left by individuals. Area now clear and much safer...A BIG THANK YOU to Neil and Marc for doing this.

Jane: can we create a box for cake sales so reps can just take the box from the Cabin to organise the event? Agreed – Ellen and Jane to organise.

Liz – struggling to balance secretary role and work/family so would like the Friends to look for someone to replace. Liz to continue in the meantime. Lynette suggested that someone else could support? Any volunteers?

Lynette – Christmas cards - not all teachers took part this year. Some children/parents were disappointed. Discuss with Mr. Bird next year.

Dave – Tuckfield Tournament checked dates in Friends diary – trying to set a date – will discuss further.

Dave showed how Karen had set up a gift box for the 100 Club – give a number as a present.

Dave – Is it possible for us to run a loyalty scheme? E.g. attend four events and get one free...?

Jane – it would be useful to have a list of contacts for sub-committees (plus photo) to improve communication.

DATE OF NEXT MEETING: Monday 26th January 2015, 7.30pm The Lawns