

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

Minutes of Friends Meeting at the Lawns pub, 26th January 2015, 7:30pm

Present: Mr. Bird (Head Teacher), Lynette De Nobriga (Treasurer), Kevin B, Ellen K, Marc J, Neil T, Steph B, Sarah B, Karen A, Danielle B, Liz Hill (Secretary)

Apologies: Justin B (Chair), Clair N, Kerry Kellengray, Hywel Lloyd

1. Minutes of the last meeting:

Matters arising: Karen pointed out that the wording regarding use of the kitchen was unclear. To clarify: Mrs. Stephens can provide some catering support from the school kitchen by prior arrangement. (We cannot use the school kitchen ourselves.)

2. Welcome to Mr. Bird and introductions

3. Bark Chippings for Naomi's Trail

Marc has provided prices for the bark – sent to Justin. The best quote was considered to be Ray Cox who will provide 7x bags @ £110.40 per bag (inc. VAT and delivery). This company provided good quality bark last year. Marc will organise delivery for 28th February. Helpers needed for 10am start – Liz to contact reps to recruit helpers.

This would also be a good opportunity to clean the Friendship Cabin.

4. Treasurer Report

Activity since the last meeting:

New Year Disco £97.67 profit

Tuck Shop made £135.00 on Friday afternoon and Disco together (including sale of glow sticks). Tuck shop expenses £32.79.

Invoice for Christmas cards now paid through school office (no VAT) £491 + postage = £589.14

Total profit for Christmas cards £263.01

Polar Express evening £106.32 profit

Point for next year – some classes did not take part in the Christmas Card fundraiser.

Current Balance: £13.364 in main account £3557 in reserve (Hall payment and charity reserve)

Other items:

Yearbook cheques still not presented

Gambling licence and PTA insurance paid

Justin and Lynette to chase Cabin insurance payment as amount showed as the same as last year.

5. Polar Express Film Night Review

Lovely idea – tickets, bells etc

Next time expectations for behaviour and supervision need to be made clear because lots of children did not remain seated and there was a lot of noise.

A discussion followed regarding teacher involvement in such events to help with discipline – it was considered that teachers gave a great deal of time at other events (5K in particular) and that requests to help at other events could jeopardise this.

The Friends will take responsibility for the events and make expectations clear at the outset.

Mr. Bird suggested he could take a list of events to staff.

6. The slide for 'Mary's Mound'

Justin asked for a quotation for the purchase and installation of the slide to be considered.

G.B. Sport and Leisure Ltd are contractors recommended by South Gloucestershire Council who complete work regularly in council parks. £2,616.00 included installation and VAT.

Mr. Bird said he knew of other companies and would liaise with Justin to obtain other quotes.

It was suggested that the school office could purchase the slide and the VAT bill of £436.00 would not be charged.

7. Complaints

It was brought to the committee's attention that complaints had been received via email. The content of one complaint had already been discussed at previous meetings (e.g. poor state of the BBQs, use of the Friendship Cabin). The minutes were not available on the website for a short period of time – this has now been dealt with.

Keys – There is a key to Friendship Cabin in the office. The 'Green Goddess' storage container requires two keys to open it. One is in the cupboard in the Friendship Cabin and one is held by Justin. A second key will be cut and left in the office – Justin to organise.

In future any written complaints (including email) concerning committee matters should be addressed to the secretary and will then be brought to the next committee where the issues will be discussed openly.

8. Logo

A suggestion was made concerning the logo competition T-shirts. High Viz vests could be purchased which will make volunteers stand out and be reused by different people for different events. Mr.

Bird suggested that a core team might be interested in T-shirts with logos but it might be more inclusive to have a set of high viz vests.

Neil pointed out that the idea was to sell logo T-shirts to raise money.

A logo could be used on items like stickers to go into school resources when they have been donated by the Friends.

9. Cake Sale dates

Red class and 6M will team up for a cake sale – possible dates 2nd/23rd March TBC

April – Blue Class and 5O? TBC

Reps to check dates with the school office please to ensure they don't clash with school events.

10. Ladies Evening – 8th May

Hall and wedding company booked

Volunteers needed to help organise and run the event – please see Lynette

Various stalls will be arranged e.g. cakes, nail painting, treatments

'Fashion Show' of wedding dresses through the ages

Sub-committee to organise – please contact Lynette if interested in helping or know someone who would like a stall – date of next meeting Monday 16th March 8pm

11. Mr. Bird's 'Wish List' for the school

Hall projector – Marc will look into exact set up required. Short throw projectors and direction of projection discussed. Mr. Bird will confirm what is required.

Parents2Teachers email and text service is currently being trialled. Cost for inclusive package is £1000 per year. Mr. Bird requested 50/50 split of cost between The School and The Friends. Committee agreed.

Trail equipment needed for children. Mr. Bird to use company that completes lottery fund application which means match funding of £1000 will be needed. 50/50 split school and friends – committee agreed.

Mr. Bird is investigating the infrastructure needed to develop the IT equipment in the school. This will take approx. 6 months. When this is complete then he will ask the friends for money to purchase new IT equipment.

-Auction could raise money for IT equipment in advance of this.

AOB:

Karen – still awaiting local event dates so the Tuckfield Tournament and 5K run dates can be set. Mr. Bird said that several of the staff would like to run. Requests for helpers will be sent out as soon as dates are set.

NB: Year 6 Cattle Country end of year visit will be 12th July

Jelf logo still on website – should this be removed? Justin and Chris to discuss.

Neil – Photography Competition idea for St. Mary's calendar – could be themed/seasonal

Mr. Bird would like to hold a Dad's day and separate Mum's day where parents come into school and complete activities with the children.

Sharon, Michelle and Marc volunteered to be on the Tuck Shop rota.

BBQs – Marc will investigate hire/ purchase

Bedtime Story 11th March – school send out letters. Lynette will sort.

Communication:

For events open to children/families associated with the school a book-bag flyer, text message, email message, website notice and Facebook post will be used to communicate information.

For events open to people outside of school as well, local papers, 'MyYate', Stanbrook Guide online and any specific medium e.g. race events list will be used – in addition to the above.

Banners and boards for regular events were discussed.

Easter Bingo – Friday 20th March time TBC

Disco – Marc times are too late for little people so some families won't come. Ellen and Liz agreed. Why is alcohol not sold? Steph and Karen said the bar historically made a lot of money. Lynette pointed out that a multi-pack of beer etc if split cannot be sold for more than the purchase price. Bar licence will be investigated. Karen will ask Matt Perry about extension licences. Could a raffle ticket purchase overcome licence cost?

Time suggested – 6-8.30pm younger children can leave earlier and others can stay.

Date of next meeting: Monday 9th March, 7.30pm The Lawns

