

Friends Meeting Minutes

Date: 20 September 2018

Meeting 1

Time: 3.30pm to 5pm
Venue: Whitnash Primary School
Attendees: Lynne Gougeon
Rachel Middleton
Mr Hitchins
Kate Hurst
Kim Mills
Kate McCarthy
Melanie Rees
Iona Kim
Bally Wadalia
Juliana Juganara
Attila Simon
Elena Ghicoa
Megha Kashyap

Meeting 2

Time: 7.30pm
Venue: Plough and Harrow
Attendees: Lynne Gougeon
Kate Hurst
Rachel Middleton
Danielle
Lisa Forbes
Sophie Snell
Jennie Crandon
Gareth Crandon

1. Welcome

Lynne Gougeon welcomed and thanked everyone for coming.

2. Introduction to Friends

It was discussed how Friends has been established and the objectives of the group:

- Improve the experience of children, appearance and reputation of the school
- Funding is really tight at the minute, so the group aims to raise important funds to be able to pay for the extras that core funding does not allow for

3. What we've bought for the school

An overview of what has been bought previously by funds of the PTA was discussed:

- Books, plants, bandstand shelter (with National Lottery funding), playground in reception

4. Past PTA events

A quick recap of the type of past events was given:

- Easter, bingo, Christmas, Halloween, sponsored walks, film nights, cake sale

5. Role of different committee jobs:

It was discussed that Friends need to recruit volunteers in certain roles to ensure it is run effectively and to help apply for charity status, which would help open new funding opportunities. A quick overview of the roles was given, with the aim of more than one person taking on each role to share responsibility and lighten the load. It was also stressed that people could just volunteer as and when if they did not want to take on a specific role.

- Chair
- Assistant Chair
- Secretary
- HR
- Finance
- Marketing/communications
- Purchasing
- Fund Finding
- Catering
- Class Reps

6. Committee nominations

Attendees were asked to email FriendsofWhitnash@gmail.com if they would like to volunteer for a role.

7. Upcoming events and activities

Upcoming events were discussed. It was emphasized that these events have purely been added as dates in the diary and volunteers are needed to help organize and run the events.

- Christmas Card Designs
- Halloween Disco - 25th October
- Christmas Fayre - 14th December

8. Ideas for future events

- Non-uniform was discussed – it was suggested that this be held a week before the Christmas Fair, 7 December, with children bringing in an item for tombolo instead of money
- It was suggested that there could be a Christmas jumper day where children had photos taken and parents had the opportunity to buy photos
- There was then a discussion about the logistics of both a non-uniform day and a Christmas jumper day as the Save the Children Christmas jumper day is on 14 December so it could get confusing
- Another suggestion was to take photos of children during the nativity plays dress rehearsal, which parents would have the option to buy. It was suggested that a form is sent out in

advance and parents can book this so only photos of those children need to be taken. There was a brief discussion on where best to get photos done or how to present them i.e. in cards.

- The Christmas fair was briefly discussed – it was highlighted that the tombola and inflatables were the most popular. Mel also volunteered to be an elf 😊

Cake Sales

- Cake sales were discussed, including which day would be good to host them on – Mondays so families could bake them at the weekend, change the date each month or as previously on a Friday. Most attendees felt that a Friday was a good day.
- It was also discussed that it can be chaotic and sometimes all the cakes are gone by the time some children got there. Various options were discussed, and it was suggested that there are more tables at the cake sale to spread it out, have less on each table and more manpower to help set it up.
- We also discussed whether to include sweets for sale.
- It was highlighted that the cake sales rely on the contribution of families so sometimes there is not enough and sometimes too much. It was suggested that we review the contribution and maybe buy some extra if more is required. It was also suggested we link up with someone at a charity who can distribute any surplus cakes.
- Dates for the first cake sale was discussed. With activities in October planned, it was suggested to start in November but not hold one in December because of all the other activities. It was then suggested to keep momentum going to start it in January. The following dates were suggested:
 - Friday 18th January – first cake sale Year 5 & 6
 - Friday 15 February – Year 4
 - Friday 15 March – Year 3
 - Thursday 11 April – Year 2
 - Friday 17 May – Year 2
 - Friday 14 June – Year
 - Friday 12 July - Reception
- It was suggested that we also had ice cream Fridays – this might be done on an ad-hoc basis, dependent on the weather.
- The need for a card machine was also suggested as not all parents carry cash.
- It was discussed that previously volunteers did not know what help was required. There is a need to communicate more clearly what do people are needed for what for each event and to use all channels:
 - Weekly newsletter
 - Friends newsletter
 - Social media
 - Text messages
 - Flyers in bags

Halloween

- The Halloween disco was also discussed. It was reiterated that there are no plans to date and that Friends needed volunteers to help organize and run the event. Suggestions included:
 - Halloween tattoos and face painting to be done by Friends so all money raised goes into the funds (previously an independent person had done this). It was suggested that stencils are used to make this quick and easy to do.
 - Various pricing options were discussed i.e. just an entry price or to include food/drink in the entry. It was suggested an entry only option would be more appealing to most families with the option of buying food.
 - It was suggested that there are 3 prizes for children attending – all names to be pulled out of a hat (entry fee enters the name).
 - It was discussed whether to have Halloween themed games such as apple bobbing, donuts on a string etc.
 - The disco is currently planned for 4.30pm to 5.30pm but it was suggested it would be good to extend this until 6pm if staffing allowed.

Other discussions

- Other future events
 - Bingo
 - Sponsored walk
 - Quiz night – Gareth has volunteered to write and host the quiz. It was discussed whether we could host a quiz night at a local pub due to staffing needs of opening up the school
 - Easter
- Discussed trying to get prizes/donations/time from organizations
 - Need to set up a headed letter that can be sent to potential donors
 - Gareth is a Police Officer and could potentially supply a police car to events
 - Suggested organisations that are good at donating items/times – Wasps, Coop
 - The password for the Friends email needs to be distributed to some volunteers to be able to send requests for donations etc.
- A request form needs to be created for school to highlight what they want Friends funds for.

9. Volunteers to help with Christmas cards - Sign sheet

Attendees were asked to sign a sheet if they could spare an hour or two to help process the Christmas card orders.

10. Volunteers to help with Halloween - Sign sheet

Attendees were asked to sign a sheet if they could spare an hour or two to organize the Halloween Disco.

11. Any questions?

12. Date, time and venue for next meeting to vote in the new committee

An email with some options for days/times will be sent out for people to vote on the next day.

ACTIONS

WHAT	WHO	DEADLINE
Email FriendsofWhitnash@gmail.com if interested in role or being part of the time.	All	28 September
Devise a standard letter to go out to potential donors of prizes/time	SS	28 September
Distribute password to email account to those who need access i.e. for fund finding, purchasing	Comms	28 September
Distribute minutes from the meeting	Comms	25 September
Send out comms to encourage all those who couldn't attend the meetings to provide their email address to be kept up-to-date	Comms	25 September
Send out email to volunteers to vote on next meeting time/date	Comms	25 September

Devise a form to distribute to staff so they can identify what they would like extra funds for.	Comms	28 September
Organise date/time for group to support Christmas cards	Comms	25 September