

Minutes of the Members' Meeting held on Tuesday 15th March 2022

Present:	Victoria Cawkwell (VC)	Hannah Brown (HB)	Lorna Winship (LW)	Lynda McIvor (LM)	Lisa Willis (LisaW)	Amy Bell (AB)
	Annette Geragusian (AG)	Marion Williams (MW)	Chetana Sen (CS) (for first part of meeting)			
Apologies:	Meixuan Chen (MC)	Helen Tait (HT)				

Item No:	Topic	Actions:
1	<p>Apologies, Minutes of the Previous Meeting and Matters Arising</p> <p>The minutes were agreed.</p> <p>Recap of Actions from Previous Meeting: Uniform recycling – confirmation that we can't recycle second-hand uniform via Etika Bank account – new bank account now open, approved in principle, switch over to new account planned for 11th April</p>	
2	<p>Financial Update:</p> <p>The Treasurer presented the financial update, key points recorded below.</p> <p>Summary: £7539.30 available for distribution (N.B. £1000 contingency to be kept in bank account for initial summer fair costs).</p> <p>Fundraising Platforms Funds raised through Amazon Smile and Easy Fundraising have been significant. These platforms should be promoted more widely as an easy way to raise funds for the school.</p> <p>Grants and Commitments for this year: £10,250 (£1.250 already paid; inclusive of provisional costs for yard mural and Library refurbishment and re-stock project).</p>	

3	<p>Second-hand Uniform Sales</p> <p>The Chair shared thanks to all the volunteers who had helped sort and wash the stored uniform items; and helped prepare unusable items for recycling.</p> <p>Date agreed of Friday 18th March (revised from 4th March) in the Infant Hall.</p> <p>New payment platform, BOPP, will be available for use at the event.</p>	
4	<p>Fundraising Events and Community Activities</p> <p>Tea Towel Project: drawings have been sent to the printing company. There will be a 2-week window for orders with a deadline of 1st April. Printing will take place over the Easter break, and tea towels distributed before the end of April.</p> <p>Bags2School: LisaW has spoken to the Bags2School organisers and is awaiting confirmation of a date.</p> <p>Non-Uniform Day: Date to be confirmed with Mrs. Tait (expected to be 8th April). No specific theme for ease of organisation, suggestion of 'wear what you want, bright and colourful'.</p> <p>Easter Egg Hunt: Event will involve hunting for letters around school grounds, building a word with letters found, then children can claim their prize. Different word groups will be used for different age groups. Suggested £2.50 donation for those taking part. Prize ideas may include both chocolate and non-chocolate options, need to agree prizes.</p> <p>LW will design a poster to include a QR code for donations.</p> <p>Risk assessment must be completed.</p> <p>Volunteers are required on the day.</p> <p>The Infant Hall can be used as a fallback location if the weather is too bad for an outdoor event on the day.</p>	<p>HB</p> <p>LisaW</p> <p>VC</p> <p>HB</p> <p>LW</p> <p>TBA</p> <p>LW</p>
5	<p>Library Refurbishment and Re-stock Update</p> <p>The school wants to update the library spaces and re-stock on books. School staff will create a wishlist for each Key Stage including Reception – the list is being compiled with input from school children. The lists will be shared with parents, relevant to age groups. The wishlists will be lodged with Amazon where the books are well priced and can be delivered directly to the school.</p>	

	<p>There is an option for a dedication to be included in any books bought via the wishlists, which will stay in the book as long as it remains in use.</p> <p>The event will be held during the Summer term.</p> <p>Committee members have met with Mrs. Frew about the layout of the libraries. A company has been identified who offer free design services that could be engaged on the project; Mrs. Frew is considering design ideas.</p> <p>There needs to be a fundraising effort to cover the costs of furniture. A design meeting is planned for the beginning of April, and the project is moving at pace.</p> <p>Addendum: The Chair thanked everyone for their help with the recent remote book fair. The rewards earned will be spent exclusively on books for the school (a pre-requisite of the book fair). Books should be with children by 18th March.</p>	VC/HB
6	<p>Summer Fair</p> <p>All agreed that the summer fair is important as a community event as well as for fundraising; and all on the call were hopeful for an event this year after having had to cancel over the past two years.</p> <p>Committee members have discussed streamlining some of the elements of the fair so fewer volunteers are needed. Some stalls need a lot of coordination (e.g., jam jar tombola), and there was agreement that there are usually a lot of raffle/tombola style stalls that could be streamlined.</p> <p>A chocolate-themed stall might be engaging for children, with simple preparation involved. Popular stalls at similar events include e.g., a bottle stall, with bottles wrapped up so the contents are hidden. MW volunteered to look back at earlier years to see what worked well.</p> <p>A refresh of ideas for the fair is welcome, with suggestions including a falconry display, plant sale, ice cream van (instead of mass-catering in the kitchen), converted pizza van/oven, crafting section to allow for downtime, cake decorating, ex pupils and their bands, selfie box. There was also agreement that there is an opportunity to encourage additional members to the Friends and seek volunteers too.</p> <p>Small sub-committee to be formed, to move quickly and agree a plan and stalls, and start making bookings where needed. Consider community events too such as 'coffee and cake' gatherings as an opportunity for a refresh of ideas, emphasizing that being a</p>	MW

	member of the Friends doesn't lean there's an expectation that people have to volunteer for tasks/activities.	LisaW
7	<p>Profile Raising Ideas</p> <p>The Easter Egg Hunt, summer fair, 'coffee and cake' events are all good opportunities for engaging in the school community. Small events can be effective, e.g., informal after-school events.</p> <p>Parents are visiting school on 21st March to look at children's' books. Can the Friends be there in some capacity, or at Easter Worship (Reception children only) e.g., sales of tea/coffee? Innovative ideas are welcome with the aim of encouraging additional members to join the Friends community.</p> <p>Comments to note: face to face events have broader appeal than virtual events; do some school events appeal more to mums than dads, and can we them more in the community; can we learn from other schools who have wide representation on their committee.</p>	
8	<p>Any Other Business</p> <p>Ideas are being sought for activities for Year 6 as they work through their final year at the school. Mrs. Bell commented that a week of activities is being planned by the school for Year 6 children. The focus has been on events and activities that can be held in the school, and where the whole school could be involved but the Year 6 children could have additional time on the activities for example. There could be a contribution to costs from P.E funding, e.g., 'inflatable wipeout'. Prior to lockdown Year 6 parents had organised several leavers' events, and the Friends had contributed to the costs during 2020 and 2021 e.g., leavers' hoodies. VC can coordinate the leavers' hoodies again for 2022 with approval from Mrs. Tait. Refreshed ideas for events are welcome, to focus on being held on-site during school time. MW will link with the Year 6 parents' group for ideas.</p>	<p>VC</p> <p>MW</p>
9	<p>Date of Next Meetings</p> <p>Date of next meeting: summer term (some smaller sub-committees will form to help progress activities in the interim)</p>	