

The Friends of St Margaret's School 2017/18.
Minutes of the meeting held on 23rd February 2018.

Present:	Liz Scott – Chair (LS)	Helen Tait (HS)	Emma Gaudern (EG)	Jo Jakeman (JPJ)	Amanda Smallbone (AS)
	Jas K Jandoo (JKJ)	Lorna Winship (LW)	Karen Worrall (KW)	Eleanor Smith (ES)	Victoria Cawkwell (VCa)
	Gianna Ulyatt (GU)	Valerie Cornish (VCo)			
Apologies:	Francesca Garnet Curry (FGC)	Chirag Merchant (CM)			

Item No:	Topic:	Actions:
1	Welcome and apologies as above.	
2	<p>Minutes and matters arising:</p> <ul style="list-style-type: none"> • New curtains have been provided by Michele Woods at Fairy Bobbins. • Money needed for new IT equipment and coloured sashes is still to be confirmed. LS to follow up. • Refreshments provided at events such as nativities are popular and do raise money, however we could perhaps raise more by using collection buckets at the doorway to encourage people to make a donation at the start (and then get a drink for free.) 	LS
3	<p>Policies:</p> <ul style="list-style-type: none"> • EG and KW are organising the data protection policy. • Safeguarding: we need a policy to include, for clarity, that children remain the responsibility of their parents while at school events. JPJ to look at current school policy and those of other PTAs to see if we can adapt it for Friends' use. • Managing Volunteers policy: VCa to send suggestions to LS. 	JPJ VCa

4	<p>Events:</p> <ul style="list-style-type: none"> • Car boot / table top sale: scheduled for Saturday 29th September when the weather is better. Include a table run collectively by the Friends for donated items. LW to coordinate. • Tea towels: in progress by JKK, AS and FGC. In order to maximise the profit there will be three designs. 1 for all infants, 1 for lower juniors and 1 for upper juniors. The upper juniors' design will be blue to match their uniform; the other two designs will be red. Tea towels will be priced at £4.50 for the first and £4 for each subsequent towel, regardless of design. JKJ has begun to set up a Paypal account for the Friends for ease of payment and less pressure on the school office. • School coffee morning: 22nd March; fliers will go out at parents' evening. Volunteers welcome. • Disco: 18th May. ES and LS organising the ticketing process through Eventbrite again. Ticket price will be increased to £5 to include a light tea (hot dog and vegan equivalent and a drink.) Children's hands will be ink-stamped once they have received their tea. YR and Y1 5.00-6.15pm; Y2+ 6.30-7.15pm. • Book Fair: £1511 raised at the November fair which yielded £907 for the school to spend on new books. Next fairs will be 14-18th May and 5-9th November. Books will be on sale from the Monday afternoon until close of play on the Friday. • Big Spring Clean: This is a council litter picking scheme on 24th and 25th March. Volunteers required; LS to send further details to school for discussion with the green Team. • Summer Gig with Mr Midas: this year tickets will be sold via The Friends rather than the school office. Date TBA (likely to be in June.) 	LS
5	<p>Gift Aid: We can claim gift aid of up to £2k via the small-bucket scheme, provided that benefactor signatures are obtained for at least 10% of our claim. KW and LS to investigate further about how to do this in the simplest way given the potentially high number of forms to log.</p>	KW and LS
6	<p>Any other business:</p> <ul style="list-style-type: none"> • Next non-uniform day will be Friday 23rd March. Theme will be "Wear your favourite clothes." • Summer fair 30th June. • Picnic on the field and third non-uniform day to be 	

	arranged. <ul style="list-style-type: none">• EG to take over the Christmas card project next time as VCo steps down.	
Date and time of next meeting: TBC		