

**The Friends of St Margaret's School 2016/17.**

**Minutes of the meeting held on Friday 23<sup>rd</sup> September 2016 in the school staff room.**

<b>Present:</b>	Elizabeth Scott (Chair) (ES)	Jo Jakeman (JJ)	Lorna Winship (LW)	Emily Carey (EC)	Amy Beierholm (AB)
	Marianne Welsh (MW)	Alan Baker (AB)	Karen Worrall (KW)	Steph Hunter (SH)	Jo Sangster (JS)
	Valerie Cornish (VCo)	Victoria Cawkwell (VCa)	Penelope Jackson (PJ)	Eleanor Smith (ES)	Jenny Halford (JH)
	Emma Gaudern (EG)				
<b>Apologies:</b>	Stina Maynard (SM)	Judith Wilkinson (JW)	Rachelle Mason (RM)	Fiona McGrother (FM)	Annette Clarke (AC)
	Karen Byng (KB)				

<b>Item No:</b>	<b>Topic:</b>	<b>Actions:</b>
<b>1</b>	<b>Welcome:</b> LS opened the meeting by welcoming everyone, thanking people for such a good turnout.	
<b>2</b>	<b>AGM and constitutional paperwork:</b> LS explained the AGM process paperwork; KW referred to The Constitution and Trustee documents, which were adopted, witnessed and signed during the meeting.  AGM nominations were volunteered, seconded and confirmed as follows: Elizabeth Scott – Chair Karen Worrall – Treasurer Joanne Jakeman – Secretary – new signatory Joanne Sangster – Vice Chair – new signatory  LS suggested a two-year tenure for the Chair's position; Eleanor Smith and Julieann Sludden will no longer be bank signatories. (ES remains a member of The Friends; Julieann has retired but has offered to remain 'in-touch' with the group for queries and advice.)	
<b>3</b>	<b>Treasurer's Report:</b> KW presented the Treasurer's report and confirmed that	

	<p>David Holloway will remain as the independent examiner of our accounts for the foreseeable future.</p> <p>KW informed the group that a cash float of £40 is located in the reception office for use at Friends' events.</p>	
4	<p><b>Allocation of Funds:</b> The group agreed with AB that the funds raised in 2015/16 could potentially be used to purchase iPads and two new laptop trolleys for the infant school. AB suggested that the group could raise funds to support the repair or replacement of the Safari area. AB to draw up a list of items the school would like going forwards.</p> <p>It was also suggested in the meeting that we display our fundraising targets more widely do generate enthusiasm and involvement and perhaps purchase some plaques stating words to the effect of "XYZ was purchased through fundraising by The Friends"</p> <p><b>Funding and planning for Out of School Care:</b> Kier has completed a feasibility study to determine potential sites and costs of a purpose-built facility (to be run in-house rather than by an external provider.) AB has suggested that in time a separate project group is formed. A survey has been launched to seek parents' views but due to a low response rate this will need to be re-promoted. JJ to add link to the Friends facebook page.</p>	<p>AB</p> <p>JJ</p>
5	<p><b>Events:</b></p> <p>a) Discos: VC confirmed the dates as Friday 18<sup>th</sup> November and Friday 31<sup>st</sup> March. 'Disco Dynamite' to be booked again. EG offered to join the disco organising team. Introduce 'Priority Tickets' for volunteers before the remainder of tickers are released. PJ offered to be a regular helper (drinks and biscuits etc) and going forwards we will need to build a much wider database of people who can be present for Friends events, including the discos.</p> <p>b) Christmas: No Christmas shopping event this year, but possibly an early evening cake / mulled wine event in the Juniors. It was also agreed that The Friends could take part in each year group's worship by selling refreshments. A Christmas film night was also suggested; this could be done on a donations basis (rather than a fixed ticket price) to ensure that we remain within public broadcasting regulations.</p>	

	<p>Christmas cards: VCo updated the groups on the new process, which will be mainly online. JS shared information on class tea-towels and posters and it was decided that these would be ideal later in the year.</p> <ul style="list-style-type: none"> <li>c) Non-uniform days: the group agreed three days (dates TBC). The themes would be 1) PJ Day, 2) Sports and Hobbies and 3) Favourite Clothes.</li> <li>d) Book Fairs: VCa and JH volunteered to support JW. November 14<sup>th</sup>-18<sup>th</sup> and May 8<sup>th</sup>-12<sup>th</sup>. (November date was rescheduled after the meeting due to clash.)</li> <li>e) Picnic on the Field: 9<sup>th</sup> June (reserve date 16<sup>th</sup> June.)</li> <li>f) Summer Fair: 24<sup>th</sup> June.</li> <li>g) Raffle: LS confirmed that we cannot legally sell raffle tickets ahead of the date without a permit. As it is such a key fundraising activity, LS will investigate permits. ES to coordinate; PJ to support. Pupils could write to local companies and ask for prize donations.</li> <li>h) FM will do another food bank collection.</li> <li>i) Second-hand uniform day (and juice and biscuits) – 19<sup>th</sup> October; RM to organise and LS to seek volunteers.</li> <li>j) Easy Fundraising website – if we can provide a link to this through The Friends page on the school website then we receive 30% cashback. Stampastic to be highlighted.</li> </ul> <p>The meeting ended at this point due to time constraints.</p>	
<p><b>Date and time of next meeting:</b>  Monday 7<sup>th</sup> November 2016  8pm  The Stonebridge Inn, Durham  DH1 3RX</p>		