

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

**Minutes of the meeting held on Monday 7<sup>th</sup> November 2016, 8pm, at The Stonebridge Inn.**

<b>Present:</b>	Liz Scott (LS; Chair)	Jo Jakeman (JJ)	Lorna Winship (LW)	Elisabeth Kirtsoglou (EK)	Emily Carey (EC)
	Karen Worrall (KW)	Victoria Cawkwell (VCa)	Jenny Halford (JH)	Rachelle Mason (RM)	
<b>Apologies:</b>	Jo Sangster (JS)	Eleanor Smith (ES)	Judith Wilkinson (JW)	Valerie Cornish (VCo)	Penelope Jackson (PJ)

<b>Item No:</b>	<b>Topic:</b>	<b>Actions:</b>
<b>1</b>	LS opened the meeting and welcomed new people.	
<b>2</b>	<b>Apologies</b> – as above.	
<b>3</b>	<p><b>Minutes of previous meeting and matters arising:</b></p> <ul style="list-style-type: none"> <li>• Christmas card ordering – the situation is not fully resolved and only some internet orders have been taken. Paper ordering also available now to clear backlog. Unlikely to use APFS again next year; VCo sourcing alternatives.</li> <li>• Non uniform dates have been confirmed by school with the following suggested themes (optional): <ul style="list-style-type: none"> <li>○ 2<sup>nd</sup> December 2016 – PJ Day</li> <li>○ 31<sup>st</sup> March 2017 – Sports and Hobbies</li> <li>○ 7<sup>th</sup> July 2017 – Favourite Clothes</li> </ul> </li> </ul> <p>JJ to advertise by Parentmail and Facebook with reminders closer to each date.</p> <ul style="list-style-type: none"> <li>• Over £100 was made from the second hand uniform sale. Two more to be held at the spring book fair and at the summer fair.</li> <li>• Disco organisation is underway with ES and VCa. Ticket price has been raised to £2.75 to cover increased DJ costs.</li> <li>• Film night – a possibility for the New Year as lots of things are already happening in the run up to Christmas.</li> <li>• Easy Fundraising – flier sent to school for Parentmail (JJ to chase up) and has been publicised by Facebook; JJ to print poster for school noticeboard.</li> </ul>	<p>JJ</p> <p>JJ</p>

4	<p><b>Data Protection policy:</b>  Drafted by KW using guidance from PTA website; to be stored on Friends web page and distributed amongst regular ‘collectors’ of data, e.g. disco organisers. The Friends web page still needs to be populated. JJ has flagged up to the school that she will be the ‘link person’; awaiting suitable time to meet with Mr Baker.</p>	
5	<p><b>International Coffee morning:</b> arranged for Friday 25th November in school, following a request from Mrs McDaid for the Friends to support new overseas parents who are likely to be unfamiliar with the local area, the school and commonly used phrases/customs.  Future dates/times can be kept under review after the first coffee morning. (EK suggested that an evening meeting may attract a bigger audience.) Venue can also be reviewed but cultural/religious sensitivities about meeting in places where alcohol is served should be borne in mind.  LW suggested that we consider holding an ‘International Café’ at the annual summer fair.</p>	
6	<p><b>Funding request list from school:</b>  Agreed so far:</p> <ul style="list-style-type: none"> <li>• Laptop and trolley for the infants</li> <li>• 8 iPads and carry-cases</li> </ul> <p>For the future:</p> <ul style="list-style-type: none"> <li>• Scooter pod. The Friends liked the idea but would like to explore alternative designs to ensure best value.</li> <li>• Extra iPads</li> <li>• Play equipment - £1250 to refurbish or £4000 to replace.</li> </ul> <p>The group discussed whether we should fund an item(s) wholly, or offer the school a fixed donation towards one or more items perhaps with match-funding by school if funds are available. LS to speak with Mr Baker and confirm.</p> <p>JJ to explore opportunities for grant funding to support our fundraising efforts. Suggestions by the group included Sports England, Healthy Schools, Greggs, Durham County Council bidding team. EK suggested running a lottery – LS to speak with school to see if this would be possible to organise.</p>	<p>LS</p> <p>JJ</p> <p>LS</p>
7	<p><b>Volunteers Database:</b>  LS to write letter to parents introducing The Friends and asking people if they would like to be part of our database of volunteers (and consequently consenting to their details</p>	<p>LS</p>

	<p>being stored.)</p> <p>The group also discussed whether we should set up a Friends' Twitter page to reach out to a wider pool of parents and volunteers, but felt that the security of Twitter (i.e. managing its followers) would be too difficult to monitor and that we should stick with Facebook for the foreseeable future.</p>	
<b>8</b>	<p><b>Christmas refreshments:</b></p> <p>To be served at the nativity plays on 8<sup>th</sup> and 9<sup>th</sup> December and at the Christingle service on 15<sup>th</sup> December. Hot drinks, mince pies and biscuits. LS to coordinate.</p>	
<b>9</b>	<p><b>First Aid at events:</b></p> <p>Emergency first aid packs to be carried by volunteers. Office staff to transfer icepacks from office to junior hall 'fridge on the day. Disco organisers to check that this has been done on arrival.</p>	
<b>10</b>	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>• Other opportunities for fundraising were suggested, such as a Bazaar, car boot, or table top sale. The group felt that the table top sale idea would be very popular and ought to be discussed further at the January meeting; LW to coordinate.</li> <li>• Concerns over quality of school photos. EC (professional photographer) would like to talk with school and offer quotation.</li> </ul> <p>Close of meeting.</p>	
<p><b>Date and time of next meeting:</b> Friday 13<sup>th</sup> January, 2.15pm in the school staffroom.</p>		