

Friends of Whitefield Meeting
Tuesday 14th March 2017
5.30pm start, at The Brown Hare

Attending

Katie Mitchell, Lesley Mellis, Joanne Crawford, Irish Moore, Joanne Shorrocks, Becky Caslake, Jenny Mitchell, Sarah McKiernan, and Sheralyn Holme

Apologies

None received

Agenda

1. Financial update – A new bank account with Barclays bank has been opened.
2. The Defibrillator that was purchased for community use had to be sent back as it was too costly to charge, and maintain. Was offered to Sainsburys and The Tom Finney, both of which declined the offer. We however still have one in school which is battery operated.
3. Spending – £6000 is available to spend. Members agreed that the FoW needs to be a bit more involved with the spending decisions. Invoices and receipts are to be issued and requested for all transactions. This is particularly important as the charity was subject to a random check, therefore all information will be vital. LM has sent all relevant paperwork to the Charity Commission, but some information (List of trustees) needs updating ASAP. KM to find duties of a trustee, present it at next meeting, then confirm volunteers to fill that role.
4. Suggestions for spending –
 - Purchase a safe – to be kept in school (agreed by Mrs Foster). All to ask contacts to see if anyone can donate a safe.
 - Outdoor equipment to be purchased for KS2 playground. eg. Lego station, shelters, giant jenga or connect four, stage area (band stand idea), football nets, resurfacing playground to make it safe. Members to get different ideas from other local school playgrounds.
 - Mrs Foster had mentioned school's request for reading materials to KM, but FoW need more detail (pick up at next meeting)
5. Safeguarding – Helpers in all school events should sign in and out. More T-shirts for helpers also required. Ratios of helpers to kids to be clarified. Events such as school disco to be closely monitored and only helpers to be allowed in the hall during the event. Consent forms to be drafted and issued to parents indicating who will be picking up their children after the event.
6. Alice in wonderland fund-raising – Agreed to sell refreshments at the event i.e. sweets and drinks. Possibly make bags of £0.50 sweets, crisps and cotton candy.
7. New Starter social – Idea of a 'welcome to whitefield' party for September new starts. All children will have started school by 16th, so Saturday 23rd September identified as a good date for the social. Originally considered having it in a play centre, but school have agreed to give us the hall that day. Natasha Houghton has been reserved from the event.
8. New starter parents evening – It will be in May before school holidays – exact date TBC. Ideas for items to include in a welcome pack: information on school events, and dates to be included discussed. Agreed that LM can purchase hamper items for £30
9. Quiz and curry night – JS and AH to begin planning the next quiz night. To discuss at next meeting. Invite to go in to new starters' parent packs

10. Summer Fair – Food prices remain the same. A few parents requested onions, and peas with their hot dogs, and pies. Keep in mind kitchen helpers, and ensure they get a chance to watch their children perform. Possibly alternate helpers on stalls?

A.O.B

- Easy Fund raising. LM shared some information with members, but will provide more information at our next meeting.
- A variety of items to be sold at the next events such as school discos other than sweets and drinks.
- Proposed ladies night on the 16th of June. JC provided information about a ladies pamper night. Details to be confirmed ASAP.
- Stampstastic – research options to sign up to receive commission when parents order labels, and quote our details.

Date of next meeting is the 25th of April at 6pm, The Brown Hare

Actions

Item	
Check progress of new bank account opening	LM/KM
Publicise that school now have a defib	Discuss at next meeting
Research role of a trustee, and present at next meeting	KM
Source out a list of trustees for the charity as the current list is outdated.	Discuss at next meeting
List of trustees, on Charity Commission website, to be updated asap	LM
Ask contacts if anyone has a safe to donate to the FoW	All
Provide more details re: school spending requests	SF (KM to remind)
Check best way to approach other schools about viewing their outdoor facilities	KM
Tshirts/Hi Vis vest to be purchased for helpers at disco	LM
Check ratios of staff to kids during events	JC & KM
Permission slip, for discos, to be sent out to parents (email and hardcopy)	LM & KM
Mackro for tea/coffee/sweet supply for Alice in wonderland	LM
School hall to be booked for Sat 23 Sept – welcome to whitefield party	KM
Purchase hamper items – for new starter parents evening	LM
Fow Welcome packs for new starter families	Discuss at next meeting
Sort out dates for next quiz and curry night and organise leaflets in time for new starter parents' evening	JS
Feedback on how to register with easyfundraising.org and stampstastic	LM
Find out what nights the school hall is available. Are Fridays available? Thinking of the proposed ladies night 16 th June 2017	KM
Find out about rules regarding alcohol licenses and BYOB/providing own drinks on school premises.	KM