

**Friends of Whitefield Meeting**  
**Tuesday 25<sup>th</sup> April 2017**  
**6.00pm start, at The Brown Hare**

**Attending**

Katie Mitchell, Lesley Mellis, Joanne Crawford, Irish Moore, Joanne Shorrocks, Becky, Jenny Mitchell, Sheralyn Holme, Shirley Murrell and Claire Hartley.

**Apologies**

Sarah Foster and Sarah McKiernan.

**Agenda**

1. Defib – Discussions had about asking school to publicise about the defib that's available for public use. Possibility of involvement with community news e.g The Evening News.
2. Bank account progress – LM fed back on activities from the old account. The charity had £27 in charges. £9000 available in the bank account. Trustees for the new bank account required. Members given information on a trustees duties and responsibilities and documents required to complete the application process.  
KM to draft a governing document to provide more of an insight to all members.
3. Fund raising – LM fed back on developments since the last meeting regarding Easyfundraising.org and stampastic. 20% of whatever is ordered goes to the charity and upto £30% done with a link to the website.  
LM to research with SF on how to put the information on the school website.
4. Safe – A safe has been offered to the charity from school and is available for use. Members to decide who will keep the keys. The office will be accessible for specific members.
5. Spending
  - KM presented spending request from school. Proposal and request made by Mrs Smith regarding funds for purchasing reading books for school. Request well researched and presented. Members discussed and approved request for £2004.60
  - Outdoor facilities- discussions regarding best benches to use. IM to find out cost and type of benches from a local eatery. Football nets – members to find out best nets that will withstand weather conditions. Possibility of outdoor classrooms discussed- risk assessments need to be considered and the school and teachers need to be involved in this as it affects them directly. Members also discussed purchasing a computer to be kept in the hall for use. Storage to be considered.
6. Feedback on recent events–
  - Disco – last week went very well without all the parents hanging around in the hall. Use of permission slips to be reviewed. Only require one permission slip per family for ease of usage. Slips to be completed on the day of the disco and not in advance.  
LM located more T shirts and will hand out to helpers .  
Disco scheduled for the 15<sup>th</sup> of May canceled due to SATS and other clashing events.
  - Alice in Wonderland – Event went well. The charity made £93.00 selling refreshments. Possibly only focus on cold drinks and not hot ones next time.
7. Next events
  - New starter induction evening - 3<sup>rd</sup> May. Hampers are being put together. Members discussed how many people needed as helpers on the night. At least 4 helpers per shift required. Helpers to hand out hampers containing events, flyers , information about the PTFA and free stationery etc.

### Upcoming events

- School disco - no school disco in May
- Ladies night – To be discussed in the September AGM
- Summer fair – (Friday 14<sup>th</sup> July) Use of stalls and costs discussed. Suggestions of Alice in Wonderland as a theme. Separate planning meeting discussed.
- Welcome to Whitefield party -(Sat 23<sup>rd</sup> September) discuss at separate meeting.
- AGM – Tuesday 26<sup>th</sup> of September
- Quiz and Curry night – J.S to sort out posters and feedback at the next meeting.

### A.O.B

- None

**Date of next meeting is the Tuesday 6th of June at 6pm, The Brown Hare**

### Actions

Item	
Check progress of new bank account opening	<b>LM/KM</b>
Publicise that school now have a defib	<b>Discuss best way</b>
Draft Governing document	<b>KM</b>
Collect documents needed from list of trustees	<b>LM</b>
List of trustees, on Charity Commission website, to be updated asap	<b>LM</b>
Find out about the best benches, football nets and outdoor equipment in general and costs	<b>All</b>
Provide more details re: school spending requests	<b>SF (KM to remind)</b>
Shirts to be handed to helpers	<b>LM</b>
Quiz and Curry night posters	<b>JS</b>
Summer fair – Theme “Alice in wonderland”	<b>Discuss</b>
Feedback on New starters induction evening	<b>KM</b>
Feedback on approval of spends to Mrs Smith	<b>KM</b>