



Minutes of Friends Meeting

Wednesday 12th October, School Hall

1. Welcome

Polly Peart, Claire Griffiths, Elaine Sheppard, Sally Steel, Annette Stenning, Carly Charlick, Lorna Jones, Jennie Lindfield, Rosie Rowbotham, Katy Van-Nierkerk, Cailin Clunes, Natalie Dunning, Kate Self

A warm welcome to some new faces, and a great turn out.

2. Apologies

Rachel Ellams, Adrian King, Siri Lundstrom, Malcolm Taplin

3. Review of Minutes of last meeting

All points have been actioned with the exception of the following: it was noted by Lorraine that gift aid forms weren't signed at the September picnic. Polly hasn't yet drafted in helpers for the Jumble sale.

A very big thanks was given to those who came to the Grounds day and in particular Sally Steel and Chris, and Mel Belderson who stayed well into the afternoon/evening. Also a big thank you to Katy and the Co-op for their continued support with fundraising, and the super hamper provided for the picnic.

4. Financial Overview

Lorraine read out her treasurer report and highlighted some of the issues she has faced since taking over the treasurer role. Treasurer report is attached with these minutes. It is important that Lorraine is given access to the Charity Commission, and is also given all cheque books and paying in books.

ACTION: Claire G to ask Sally Till for these.

Account Balances 4/10/2021:

Community Account: £7,777.34

Business Account: £652.88

The Picnic banked £362.41.

Refreshments were £287.48 for tuck. £100 stock can go towards the Disco & future events.

10 new members were signed up for the 100 club at the picnic.

Lorraine asked how you get cash out for the float: Claire advised you sign a cheque & take it into the bank.

Lorraine asked that everyone fill out an expense form when buying things, then we can keep a paper trail. Copies have been given out.

ACTION: Claire G to dig out old receipts and give to Lorraine.

We discussed the possibility of a SUM up card reader for events, so that people can pay by card. It was agreed this will make more money at events, as people won't be reliant on finding change to bring. It was discussed about having an old mobile phone linked to it with a pay as you go sim card, it was discussed that this might encourage more purchases at events like the Christmas Fair.

ACTION: Jennie Lindfield to find out the details about a Sum up card reader to bring to the next meeting.

5. Correspondence

Letter received from Lavant Memorial hall about their Christmas Fair– which will be the last weekend in November, the weekend before ours. From 2-4pm. Polly said she will be unable to come to this event due to family commitments. Elaine agreed to be there, along with Kate Self, Rosie Row, Lorna Jones. Rosie said she will take the stock down. We discussed what would be taken there.. hamper, crafts to sell. And anything not sold will come back to sell at our Christmas Fair.

ACTION: Claire G to sign the form and return to the Village Christmas fair organisers.

6. Events for Autumn Term, including:

a. Jumble Sale (Sat 6th Nov) 50p entrance, 10am start -11.30.

It was agreed that the jumble sale will be on the playground if the weather is fine, entrance through the green gate. 50p entrance fee. Agreed to lay out the clothing tables from 1pm on the Friday 5th, and carry them outside on Saturday morning. Bric-a-brac tables won't be able to be laid out in advance, so we will need to arrive early to set these up outside. If weather is bad, we will have to have covid safe measures in place, only letting a certain amount of people inside, and ask for mask-wearing.

ACTION: Polly to ask for helpers on the facebook group and whatsapp groups, 18 helpers needed minimum.

Those agreed to set up on Friday are:

Jennie Lindfield
Natalie Dunning
Lorna Jones (after work if still needed at that point)
Kate Self
Katy V-N
Polly Peart

It was confirmed there will be no café on this occasion.

Saturday jumble helpers to sell: from 9am or as early as people can arrive:

Malcolm Taplin (volunteered by Annette)
Polly Peart
Claire G
Lorraine Foster (on door)
Elaine Sheppard
Lorna Jones
Kate Self
David Peart to help clear down

ACTION: Advert in paper – Claire Griffiths

ACTION: Lorna to arrange bags for schools for after.

ACTION: Polly to draft in help for selling at the jumble.

ACTION: Carly to design a jumble poster to go front of school and facebook.

b. Winter Disco (Fri 19th Nov) £3 a ticket. 5 – 6.30

There is still a question mark over whether this can go ahead, given that children will all be in the school hall together with no separation of Key stages.

David Peart will buy tuck but will need to check what we have and list of what we usually buy. We discussed no fizzy drinks. Capri suns or fruit shoots only. It is noted that Bookers is not always the cheapest.

Discussed way to collect money for tickets and agreed to keep it the way it was: Elaine/Claire to write out tickets for each family, and slips and money to be given into the office in an envelope as they have in the past.

Will need glow sticks, tuck, pizza, hot dogs. Ensure gluten free choice.

ACTION: Polly to discuss overall event with Adrian King.

ACTION: In the meantime, Lorna to check paperwork for disco man, confirmation in writing that he will come and insurance documents. Check he can set up at 4pm.

ACTION: David to check list of what we used to buy and check cupboard for stock from the picnic and buy tuck once we have the go ahead. .

ACTION: Claire to give Polly the template letter

c. Christmas Fair (Sat 4th Dec)

Lots of discussion around the Christmas Fair. Discussed the Winter Wonderland theme outside the school, but there were concerns over the weather and having to cancel last minute.

Lorraine flagged concerns over buying lots of stock and then not being able to go ahead.

Natalie suggested buying the craft and selling it after outside school, it was suggested we do this after school each day on the run up to Christmas, but it would need a team of volunteers rather than the same people each day. Claire G says she will need to start making the crafts very soon on the run up to Christmas.

It was agreed perishables to be purchased at the last minute in case we are unable to go ahead.

Andy Piers-Morgan has kindly donated 4 tickets to the CFT production of Pinocchio on the 18th December. Polly will hold onto these until the raffle.

Stalls – it was suggested that we let parents have stalls too at a fee of £25-£30. The committee was very split with some for and some against. It was suggested that we only let parents have stalls who weren't selling anything which would conflict with our own craft tables. We may have to take this to vote at the next meeting due to such split opinion.

Confirmed donation days as follows:

19th November – no perishables. Non uniform day

3rd December – chocs, cakes etc. Non uniform day.

Letters to go out asking for local donations from companies.

Agreed to discuss the finer details of the Christmas Fair at the next meeting.

ACTION: Polly to discuss further with Claire & Adrian and we may have to take the matter of stall holders to vote at the next meeting.

ACTION: Polly to send out requests for donations to local companies

ACTION: Carly design a Christmas Fair poster. Polly to send all info through to Carly

ACTION: Claire to order raffle tickets. .

ACTION: Polly to write letters to ask for donations to local companies.

d. Christmas Cards/mugs and gifts (paper & instructions to go home before Half Term)

Polly is organising this and has received all the paperwork from the company. Agreed that the paper forms and templates to design on will be sent out to all children in plastic wallets:

Letter has been written and will go out the week before half term ACTION: Polly to send to Annette.

ACTION: Everyone – to give Polly any plastic wallets they have at home.

e. Cake Sale Friday 22nd October

Discussed shop bought cakes only. Any that need to be cut will be put into small bags ready to purchase. No refreshments/tea/coffee on this occasion to minimise hanging around in the hall. NOTE ADDED AFTER MEETING: Cake sale cannot be held in school hall and will need to be outside. If weather is wet, it can be moved into hall as a last resort but numbers will be restricted and a very quick in and out with no hanging around in the hall.

Those to help:

Katy V-N (sell)

Cailin (sell)

Polly (sell)

Elaine (sell)

Sally (sell)

To arrive a little earlier to sort the cakes at the end of school: Natalie, Elaine, Polly, Cailin,

Letter has been sent to Annette and will go out next week

ACTION: Polly to check friends cupboard for bags

7. AOB

Kate Self suggested would there be an opportunity to invite old school attendees back to the school for an alumni/reunion, could be a ticketed event/fundraiser.

Lorraine suggested an Easter Bingo.

Discuss both these after Christmas.

8. Date for next meeting

Thursday November 4th

ACTIONS FROM MEETING

ACTION	EVENT	WHO
Ask for charity commission access and cheque books	All	Claire Griffiths
Find out more information about SUM up card readers to bring to next meeting	ALL	Jennie Lindfield
Dig out receipts	Past Events	Claire Griffiths (to give to Lorraine)
Lavant village Christmas fair – sign form and return	Christmas Fair (Village)	Claire Griffiths
Put advert in paper	Jumble Sale	Claire Griffiths
Arrange bags for collection of left over clothes	Jumble Sale	Lorna Jones
Arrange helpers for jumble sale (18 minimum needed)	Jumble sale	Polly Peart
Design a jumble sale poster	Jumble sale	Carly Charlick
Check tuck and find list of what used to be bought	Winter Disco	David Peart
Discuss whether Disco will go ahead	Winter Disco	Polly Peart & Adrian King
Check disco is booked and related paperwork	Winter Disco	Lorna Jones
Template letter for disco for Polly	Winter Disco	Claire Griffiths
Check stock of glitter/tattoos/glow sticks	Winter disco	Polly Peart
Discuss Christmas Fair & option of stall holders	Christmas Fair	Polly Peart & Adrian King
Design Christmas fair poster	Christmas Fair	Carly Charlick-Polly to provide info
Order raffle tickets	Christmas Fair	Claire Griffiths
Write emails/letters to ask for donations from local companies	Christmas Fair	Polly Peart
Write letter to go out to parents next week and note on facebook	Christmas cards/mugs/calendars	Polly Peart
Plastic wallets to be given to Polly	Christmas cards/mugs/calendars	ALL COMMITTEE MEMBERS
Tweak poster	Cake Sale	Carly Charlick
Check stocks of paper bags in friends cupboards	Cake Sale	Polly Peart