



Minutes from Friends Meeting
Thursday 11th January 2024
The Hub
Lavant Primary School at 6:30pm

1. **Welcome**
Polly Peart, Kate Self, Siri Lundstrom, Malcolm Taplin, Olita Williams, Cailin Clunes, Ali Totman.

2. **Apologies**
Adrian King, Jason Bradbury, Carly Charlick, Meg Falkner, Katy Weller, Rosie Rowbotham, Rachel Ellams

3. **Review of Minutes of last meeting**
Tues 7th November Signed off

4. **Financial Overview (OW)**
As always, the Friends are grateful to Olita for taking care of the accounts.
Siri to outline profits made last term in a nice flyer for parents to see.
Polly can't submit figures to Charity commission, glitch in system.
Olita to organise money in correct accounts for different school projects

Bank account - £42,844.62 & £3,031.41
Profits from Oct Jumble £710.35
Profits from Winter Disco £338.67
Profits from Christmas Fair £2,154.78

5. **Correspondence**
£20 villager cheque

6. **Events for Spring term**

- a. **Quiz night – 1st March.** Cailin unable to attend Quiz. Siri to look at pizza and Thai van prices
Last year the pie/sausage roll meal was £6.50 cost and we charged £10 per ticket, profit not great on bar as we bought too much booze. This time round we will offer less options, Wine, Guinness and the Spirits that are left. Siri to send out save the date flyer, Ticket price £12.50, pay by bacs via Friends bank account. On info the friends bank account needs to be reminded. Pay bar. 7pm start.
Polly to look at what bought alcohol was bought last year as a double check but the above should be fine.
“Buy tickets, form team on night” Individuals or couples to be encouraged to buy tickets and teams be organised when you arrive. Teachers to be assured that they may

pre form their teams. "Buy yourself a ticket, rest reassured you will be in a team" or Team of Mx. 6 or come along and help make up a team"

Will decorate hall, crisps/snacks on table. Kate to create a job sheet to fill in. Setting up. Bar = Craig, Mal, Ben & Polly pending diary checks.

- b. Hot choc & treats after school. Friday 2nd Feb, straight after school. Have lots of paper cups in loft. Cakes or cookies provided by friends not parents donation. £1.50 for Hot Choc and cookie. Polly, Siri & Kate can help.
- c. Mothers Day Sale – Friday 8th March. From 9am, Celebration assembly later that morning. Kate and Polly to check what we have already in loft. Start hunting for gifts all in the shops. Price from £1- £5. Bunches of daffs, individually wrapped for free for the kids who forget money. Thursday 7th March stay at school after pick up (lots of committee kids in clubs) and tie ribbons rounds gifts and sort out fresh flowers. Siri & Kate to buy flowers. Someone to check if we have enough paper bags.
- d. Easter Egg Hunt – Thursday 28th March AM. Helpers required. Polly to buy eggs x 112 Do we need a dairy free option? ...Siri to email to request eggs for free/reduced price from supermarkets. Polly to put names on eggs, get a new class list from Annette.
- e. Pre-empting Duck Race assistance request from Village committee. New board to be created, people fill in own name. Kate and Siri to make board. 400 ducks. Polly to email Jenny Quest to express our apologies in not being able to cater the duck race.
- f. Mrs Totman's KS1 Garden Project. Friends very grateful for Mrs Totmans attendance. She has sourced and planned the revamp of the outside area and the children and parents will be very grateful once complete. Mrs Totman spending own time on Saturday 13th to start the project. Sian in the office is going to buy the materials and invoice the friends to the tune of £5,000. This will help buy the Summer House, bark chippings, climbing equipment & water area. Mrs T hoping to get a grant from a charity for £1,000 of plants. Project to begin in half term and be completed once the children are back. Siri to raise communication re plans for reception so everyone can see where the money goes. Mrs Totman to email Siri with info, number etc. This will also express how it will be used across the school. Mrs Totman is doing a sponsored walk to raise additional funds

7. AOB

Polly has asked Olita asked to look into submitting the gift aid forms, she has a friend in the know who she can ask for assistance.

Polly to send out Charity Commission charter so that committee all understand what legalities we are tied by as a charity.

Iolanda & Justin Martinho very keen to help out where possible, must keep them in the loop.(new Maya's parents)

8. Date for next meeting Tues 19th March 7pm