



Minutes of Friends Meeting Tuesday 21st February 2023 The Hub, Lavant Primary School

1. Welcome

Adrian King, Polly Peart, Rachel Ellams, Malcolm Taplin, Cailin Clunes, Kate Self, Carly Charlick, Olita Williams, Siri Lundstrom

2. Apologies

Rosie Rowbotham, Sally Steel, Lorna Jones

3. Review of Minutes of last meeting - Sept 2023 (not the AGM, November)

Banking issues are ongoing -PP will work through with RR.

PP has bought tablecloths which need to be cut.

Disco Man is booked and deposit has been paid.

MT raised issue of fabric for grotto for next year and thin black material is £5 per metre. MT will measure and let committee know how much is needed and he will cost it up.

4. Financial Overview (OR)

a. Banking issues

Community Account £5793.71

Business Account £3002.82

PP mentioned that the £29000 may come through soon which will go into the friends account and will be used for an outside classroom.

b. Float/cash

We have discussed going cashless but a float will be kept in stock to use for various events. This will cut down trips to the bank as it will be able to be used for all the events (apart from Christmas). We will keep £300 as float.

The cake sale made approximately £171

c. 100 Club

RR has taken over the 100 club but is still not on the banking so RR will contact OW to check that all those in the draw have paid their money.

d. Gift Aid

CC said that the website doesn't seem to offer what we need so she said that she thinks we can create our own sign up sheet as other schools have done this. It was agreed that CC would create one and email it to HMRC. OW is able to speak to her manager about this. CC and OW to liase about this ASAP. SL said that if they needed any help creating the form to ask her.

5. Correspondence

- a. **Goodwood** sent a letter to ask if we would like usual revival tickets so PP has said we would and they should come through.

6. Events to discuss:

a. Quiz night – Friday 3rd March

The team sheet is full and there are a few spaces left. 65 people are eating. **AK to ask teachers to complete a form for the caterer.**

PP will purchase some alcohol, this time it will include gin, wine, prosecco and Strongbow and beer in bottles.

Last time the bar was in the hall which we will do again this year. Mrs Goman and her husband will be running the quiz so Friends will supply their food. There will be a raffle, the co-op will provide £30 worth of food for the hampers and there are some bottles of alcohol left that can be added. **SL has a box and we have cellophane. SL and KS will put this together.** Tickets will be sold on the night. People will need to bring their own glasses. SL has some prosecco glasses and school also has lots if needed.

PP will make a price list for alcohol and soft drinks

PP asked for people to help set up the quiz – RE, CC, RC, PP, SL can help.

It was agreed that the friends will provide all the teachers with a free drink.

Ak is not in that day but said once breakfast club is finished the alcohol can go in the fridge and ice in the freezer. CC and PP to do this.

b. Mother's day Sale – Friday 17th March

Lots of things in the loft for the Mother's Day sale. Helpers are needed to come in at 9.30 - SL, PP, KS, CC, CCh and OW if needed

c. Jumble Sale – Sat 22nd April

SL to do ad for paper to go in the week before. There will also be an ad in the Lavant News.

d. Easter Egg hunt – Fri 31st March AM

112 eggs are needed for the children. PP to purchase but there is nowhere to keep them – RE offered to store them. **PP will speak to Annette for a list of children with intolerances and allergies.** Helpers – MT, PP, CCh, CC

e. Talent Show – Friday 9th June @ 6pm

Not covered as JB was not at the meeting. Children will be told after Easter so they can prepare their acts.

f. Leavers BBQ / Hoodies

One of the mums has made a hoodie for the year six children. She asked PP to discuss at the friends meeting. Leah is able to do the hoodies for £10-£15. AK has discussed with DT and it was agreed that if we did this then ALL the children would be able to have a hoodie. It was agreed that parents will be asked to contribute £5 and the Friends will contribute £10 per hoodie. **PP will talk to Leah about this, a few tweaks to the design will be suggested.**

g. Village fete – date confirmed 17th June. Wooden Games.

We will provide games only this year and not buy lots of food etc as it doesn't sell well. We will do some tuck as this sold well.

7. Games for fetes and socials

RE dad, MT friend and Mel Belderson will make a game each. RE will source some pallets – Mel will do the bucket game and a hoop throw. MT may also be able to source some pallets. MT said that his brother and friends are making lots of games at the moment. He doesn't want any payment for this. They will keep them but we will have first refusal on hiring them.

8. AOB

a. Sharepoint/shared drive

PP to speak to Annette this and will come in when Pete (IT) person is in. Emails for each role were also discussed to enable the email to be used even if the person changes then the email would stay the same. SS is very good at using it but Pete would set it up. He is in school every Thursday evening. OW also mentioned google drive.

b. SAT's were discussed and it was agreed that the Friends would provide breakfast for the four days of the SAT's

c. **Duck Race** Jenny Quest asked PP when she could do the duck race. We have agreed 25th March, it will be at 2pm. We will need at least 3 people to help serve tea, coffee, hot chocolate and snacks.

d. AK asked if we agreed that we would turn the EY outside area into a project? Mrs Totman is looking into companies and matched funding for the project. It was agreed that it would be good to have a big project to concentrate on and promote. It was discussed that we could do a sponsored event.

e. King Charles Coronation will be discussed in school - Ak

9. Date for next meeting

Tuesday 25th April 7.00pm