



Agenda for Friends Meeting Tuesday 20th September 2022 New learning area (old library) Lavant Primary School

1. Welcome

Att: Polly Peart, Adrian King, Lorraine Foster, Siri Lundstrom, Rosie Rowbotham, Lorna Jones, Kate Self, Amanda Homer, Olita Williams, Lydia Barnard, Cailin Clunes,

Polly welcomed the new parents.

2. Apologies

Sally Steel, Rachel Ellams, Jennie Lindfield, Carly Charlick

3. Review of Minutes of last meeting (dated 7th June 2022)

Tesco blue tokens, Lorna to let Polly know next steps & to forward any form to Lorraine or Polly to move forward with application

Lavant Village Fete have awarded us £500 (yet to go into account)

Loft ladder in for Friends storage, thank you to Malcolm for organising the boarding for the new loft. We have 2 cupboards for friend's refreshments in the kitchen.

Minutes signed off.

4. Financial Overview (LF)

Community Account £5880.19

Business Account £3001.15

Funds still to come:

£500 from the Fete

£1000 from the Coop charity fund proposal

£? small change coop fund to follow

Lorraine advised approx. £1000 is the figure we can claim back with gift aid; Lorraine defined donation as paying to Friends and not receiving goods eg non uniform day and 100 club winning handed back.

Future costs:

£1,926 donation to kitchen fitting costs – yet to be invoiced to Friends

£500 teacher's gift – coffee machine model to be advised – yet to be invoiced

£1,232 – My Happy Minds - wellbeing package, healthy mindset programme – yet to be invoiced.

Lorraine requested future fundraising goals:

£200 for each class. We discussed upping the figure for this year? We agreed £500 as the new figure for each class this year.

Mr King has requested a wooden cabin/lodge/studio, or reconditioned container. Mr King advised it would be used to hold parent classes could take place there, or school nurse or music teachers. Lorraine advised that decision has to be made if the friends contribute a chunk to the cost. Cailin advised that Skinner shed have good models, carpenter and insulation would be required.

Ex Containers are very good as well, perhaps better for upkeep. We discussed that this being a good 'fundraising target' for this year.

Lorraine also advised that the friends had bought a BBQ for the friend's events, it needs to be protected as currently out in the open just with a cover.

Lorraine asked that we consider spending money on some friends resources, games like Hoopla in place of buying food. **Lorraine has found some suitable resources & will send to Polly** to discuss further. Committee agreed this would be money well spent for the future.

Agreed to buy a small amount of face paints, Polly advised we have glitter, temporary tattoos, and nail polish. Amanda said she will be able to face paint at events. **Polly to source these for the disco.**

Lorraine announced that she will be resigning from Treasurer role, she will hand over and will support new treasurer. She will stay until November which is potential move date for Lorraine. Lorraine also advised we need another signatory, also requested that we have a volunteer for the 100 club admin.

Alita volunteered to do the admin part of treasurer including bookkeeping
Amanda and Cailin volunteered to think about helping with the float (paying in and collecting cash from Barclays for each event.)

Lorraine advised that better process would be to have two treasurers to count float and check/count takings. Bank will need new signatories x 3 people.

Rosie volunteered to take over the 100 club, this will be treated as separate from the treasurer role.

Polly wanted to minute our thanks to Lorraine for being treasurer for 18 months and sorting us out and charity commission issue resolved.

Lorraine advised charity commission website very helpful.

5. Correspondence

Bank statement to be handed to Lorraine from Polly

6. Events for Autumn term

a. Cake Sale – Friday 7th October

Set up from 2pm and 5 volunteers to sell cakes. **Polly to put letter together**

b. Grounds tidy morning – Saturday 15th October – **Polly to put letter together.**

c. Jumble Sale – was Saturday 5th November, now moved to 12th November

Polly put an advert in the paper, lots of volunteers required.

Malcom to ask if now located in Portsmouth would like to come and collect excess jumble. Jumble would be allowed to be delivered on the 7th November.

d. Disco - Friday November 25th 5pm.

Polly confirmed that Disco man is available and booked. Food and glitter to be kept away from new carpet/or carpet covered with matts. Lorraine advised no profit on pizza at last disco so we need to review how many pizzas we buy.

e. Village Christmas Fair (Lavant Village Hall) Saturday 26th November

Polly advised that traditionally have a stall selling our wares. Usually in the afternoon. We need to discuss further at next meeting as Polly is unable to attend this one.

f. School Christmas Fair – Saturday 3rd December

This year we will look at doing the fair slightly differently due to limited time of committee members and helpers. This year the committee agree that it will be a whole school event. We will still have similar stalls but we will now allocate a stall or room to each year group parents. This will be theirs to 'own' from beginning to end, including sourcing/buying stock (with sign off from treasurer and chair),

Lorna suggested that perhaps we have a Friend's rep for each year group and the committee agreed this would be a good idea to ensure that each year group 'owns' their stall/room and we don't get to two weeks before with no action!

Further discussion to be held at next Friends meeting.

g. Bingo night – date TBC possibly January 2023. AK suggested this might be a good Spring event. Unsure whether Lorraine will still be here to run this evening. Discuss further after Christmas.

7. AOB

Children design a Christmas card. Polly agreed to run it again invites to go out at half term. This is an easy-earner and doesn't require much from the committee.

Request to have a BBQ at Christmas fair. Lorraine suggested we reconsider pricing and/ or source for sausages and burgers. Polly aired concern about lack of helpers. It was suggested that perhaps some Dads get together to organise the BBQ. Discuss further at next meeting.

SR said we need to get the official Raffle tickets sorted. Polly to ask Elaine where we get these from.

Adrian suggested we get a volunteer from each class and come to a separate meeting about Christmas. Siri suggested after school get together, with a movie for the children to hold to ensure that most parents will be able to make it.

8. Date for next meeting

To discuss Christmas fair mainly - Tuesday 18th October

This will not be our AGM, which will need to be held in November.