



Agenda for Friends Meeting Thursday 4th November 2021 School hall: 7pm

1. Welcome

Polly Peart, Rachel Ellams, Caitlin Clunes, Katy Weller, Jennie Lindfield, Natalie Dunning, Claire Griffiths, Rosie Rowbotham, Lorna Jones, Siri Lundstrom, Malcolm Taplin, Sally Steel, Lorraine Foster, Elaine Griffiths, Kate Self, Laura Stares.

2. Apologies

Carly Charlick, Adrian King, Anette Stenning

3. Review of Minutes of last meeting

Lorraine has looked into the charity access and cheque books. She needs to get some details from PP, RE and CG, details have been emailed to these people.

Discussion regarding Sum Up – JL has found out that you can buy the card machines over the counter at Rymans for £20. A mobile is needed to be kept near the card reader. 1.2% is taken and there is no monthly fee. It was agreed that we would get one and trial it for one of the stalls at the Christmas fair (probably the raffle)

Advert is in the paper for the Jumble Sale

Junk Emporium will take all of the left-over items from the jumble

LJ has organised the bags for the material etc

18 helpers are available for the jumble so that is enough to cover things but there is a need for helpers on Friday and on Saturday morning.

Jobs for the disco as discussed last meeting are ongoing

LJ has got all the paperwork for the disco

PP has not yet done the letter but will do after the jumble sale

Christmas cards letter has gone out the deadline is 10th November. Only a few children have sent them in but there is still time.

It was agreed that all minutes were accurate.

4. Financial Overview

Last year's accounts are balanced, CG has given LF receipts and within the next 10 days LF will match them. She would like someone to agree them with her, RE agreed to do this.

Access to the Charity Commissioners site has happened – see note

Business account £652.88

Community Account £6266.96 from this £450 will be taken for the jumble float, the October 10 club payments and £1250 for classroom resources.

October 100 club is paid

5. Correspondence

AK gave PP some info about the Queens Jubilee and whether or not we want to buy all the children a coin at £2.99 each. Discussion ensued as to whether or not this is a good way to spend Friends money. It was agreed that we would have a vote at the next meeting in the New Year.

Some replies have been given for raffle prizes Novium, Carte Blanche, Tangmere Museum and RT Mechanics. Letters were sent out two weeks ago. KW said that the Co-op would donate

a prize, RR will ask the festival theatre. PP has a template letter that she can give anyone who has any ideas.

6. Jumble Sale & Christmas Disco

The possibility of having two separate discos for each key stage was discussed as the council may not allow it to go ahead (although we are only aware of Dorset CC currently stopping Key stages mixing.) Note: 07.11.21 - *PP has since spoken to AK and there has been no information saying we can't go ahead, so assume full steam ahead.*

7. Christmas Winter wonderland planning

All the usual stalls will be here – tombola, games for the children, teddy raffle etc are all in school already. It is possible that teachers may not be able to come – this needs to be discussed with AK as soon as possible as this limits the numbers a lot.

LF asked for a list of each stall and how much it will cost to put each stall as she was concerned about spending and whether or not it was profitable. It was decided that this was not possible. LF asked for her concerns to be minuted.

It was discussed that instead of burgers and sausages we would have mince pies and boozy hot chocolate. Soup was also discussed.

Timing was discussed as we do not want to clear up in the dark.

If people have a gazebo they could bring it with them.

We will use the bandstand for Father Christmas – MT or his brother will be FC

It was discussed whether or not there would be the opportunity to have parents at school rent a table. It was agreed that this was a good idea as it was money straight away

The Winter Wonderland will be 12.00 – 3.00

Food was discussed – SS suggested hot dogs as she has an electric plate. In the end it was decided that we would offer a BBQ with burgers, sausages and a veggie alternative

Children will be bringing donations in 19th November and 3rd December (perishables)

LF asked if it was possible to buy books for the children and it was agreed this was fine.

8. AOB

MT thanked everyone who came to the Halloween house as a good amount of money was raised for Breast Cancer research.

Actions Arising from the meeting

Action	By Whom	Date to be completed
To obtain items for the Christmas fair from the co-op	KW	ASAP before W/B 22/11/21
Make a list of and buy items for Christmas hamper. List to be displayed for all Friends members.	CG to pass to PP	13/11/21
Purchase plants for the plant raffle the morning of the fair.	CG	04/12/21
Contact the junk emporium about decorations.	MT	16/11/21
The insurance needs to be checked to ensure that we will still be covered if we extend the stall holders to parents' businesses	PP will log on to parent kind and check the insurance.	

Look for snow machines, donkeys and someone who dresses as Elsa from Frozen.	CC/ND snow machines LJ donkey sanctuary ND Elsa	
CG to sort out Father Christmas gifts and check what we already have	CG	
Make labels to ensure we have the right amount of children for presents	LF	
Flyer designed for the fair	SL	
Organise an advert in the paper and PP will put posters up in the local area	CG	
Speak to Mrs Holden about a choir opening the fair.	CC	
Purchase books for children's gifts	LF	
Ask AK about whether we are to organise the Christmas crackers	PP and AK	W/B 8/11/21
A definitive list of school staff able to help at the Christmas Fair is needed	PP/SS/AK	W/B 8/11/21
Contact Chichester Festival Theatre about a prize for the Christmas raffle	RR	
Collect all receipts and match them to this years' accounts	CG to pass to LF	By 17/11/21
Confirmation of receipts	RE and LF	