



Meetings for Friends Meeting Tuesday 17th January 2023 Staff Room Lavant Primary School

1. **Welcome**
Jason Bradbury, Polly Peart, Rosie Row, Carly Charlick, Malcolm Taplin, Adrian King, Kate Self, Siri Lundstrom, Olita Williams.
2. **Apologies**
Rachel Ellams, Sally Steel, Katy Van-N, Lorna Jones,
3. **Review of Minutes of last meeting - Sept 2023 (not the AGM, November)**
Signed off and no actions to follow up.
4. **Financial Overview (OR/PP)**
 - a. Signatories on banking & process for banking going forward
 - b. New Friends Resources to buy: outdoor games, catering table cloths

Business Account – £3002
Community Account – £5572

PP reported ongoing issues with Banking and adding new signatories, Lorraine will be able to authorise the banking until Barclays and the new signatories are added, but as a temporary measure.

Cailin – Will need to take her form and 2 forms of ID to Barclays to verification mandate

Rosie – will need to take her form and 2 forms of ID to Barclays

Olita – we await pin and pin machine as think this has been authorised.

Polly to phone Barclays to confirm, but stresses the importance of getting signatories on the bank asap.

Olita and Lorraine are to do handover in person on Monday 23rd January after Lorraine had to cancel two meet-ups at Christmas due to family issues.

Question about Gift Aid claim, Lorraine is actioning but PP to check this is still ok. Going forward we need to send gift aid forms to be sent and returned so that we can claim the tax relief.

PP to find a template and will arrange cover letter and print outs to add to books bags. Action asap.

Adrian has put a financial request in:

- For woodland skills base to be set up on site, cutting, fire lighting, iron pit and storage facilities. Aim to have forest school on site by next Sept.

- Additional accommodation outside classroom area.
- Off Road Parking, school is liaising with David Channing and Lavant House to improve the parking facilities with additional off road parking using corner of field adjacent to road and school. Approx parking for 20 cars.
- Redevelop Key stage 1 outside learning area.

PP – Need to buy new waterproof table-cloths – agreed. PP to source from Dunelm
 PP need to buy outdoor games, funds required for skittles, any new ideas are welcome.
 Village fete 2022 raised £500 last year, aim to use these funds to buy games for next fete. .KS
 to bring ideas to the next meeting, and anyone else who would like to research.

AK – Spoke about curriculum event for summer 2023 – sporting event for whole school, to be visited by athletes, active learning, healthy eating, mental wellbeing. Be great to tie in new games with this event. KS to research and come up with a list, Jason suggested avoiding plastic.

AK mentioned children have request no bottled water at the next disco, use jugs and mugs.
 PP advised we won't use glow sticks at future discos and will also avoid water bottles.

5. Correspondence

a. Donation

Solicitor letter to advise that the Friends of the Lavant have been left a sum of money of £29,000. AK advised that these funds plus left over money from insurance may be enough funds to build outdoor building.

b. Xmas4schools – Coronation mugs/tea towels

Need to decide if we need to continue, decide in September 2023. Loosely decided we would revisit in September meeting, but will probably rest this for Christmas 2023 due to small uptake.

6. Suggested events for Spring Term

- Cake Sale?** Date confirmed Friday 10th Feb
- Mother's day Sale** – Date confirmed Friday 17th March PP has lots of Mother's day stuff, PP needs help to have an overview and check if we have enough stock. Sale is during school hours, could committee members check diaries and confirm they can make it to PP.
- Jumble Sale** – Saturday 22nd April. Could committee members check diaries and confirm they can make it to PP.
- Bingo/Quiz night**

Talked about Bingo night, Malcolm advised that a decent bingo machine is approx. £200. We talked about possibility of doing a monthly bingo night for the community and we agreed this was a good idea but PP aired concerns about committee commitment and said she would not be able to commit to one Friday a month.

Mrs Goman's husband has a quiz, which we can use at no cost, and so only need to supply a bar and food van. The committee agreed to go ahead with a Quiz. PP to find out costs of pie and chip man plus Bar.

Invite to go out immediately and friends and family, ex pupils, local teams are welcome, Bar as well. Date confirmed as Friday 3rd March 2023. PP to speak to pie man and Mrs Goman. Schedule a mini meeting to organise Quiz. PP asked SL if she would kindly design a poster ASAP to go out in book bags and on facebook group. SL agreed.

- e. **Break the Rules Day?** Previously run in July, agreed to postpone 'til the summer term
- f. **Easter Egg hunt –Confirmed** Friday 31st March AM, before Easter Service at 2pm. Polly and Cailin will run this. PP to source eggs. Any other help appreciated.
- g. **Anything else...**

Jason suggested that a talent show event, charge for tickets, fundraising for the school. Evening show, young people create the programme, 3 judges, CFT, Vicar, Lavant players, possible people to contact.

Confirmed date early June possibly 9th June. Will need lots of organisation in the summer term. To discuss further at next meeting but all agreed it was an excellent fund raiser and the children would love it.

Disco

AK reminded of disco, date agreed as Friday 19th May. **PP to book disco man.**

7. Proposal to go part-cashless/e-tickets (PP)

Polly proposed use of a PTA App called myPTA. Others do exist and all have free versions. Through the app you can sell e tickets, take payments, there is a chat function, sell school uniform. Pull off excel spreadsheets to reconcile payments and more.

Olita aired concern that myPTA charge have a Stripe payment – 20p per transaction and 1.04% on each payment. PP highlighted that all apps have very similar transaction charge and aim is to considerably reduce paper work and time spent by treasurer and chair.

Siri suggested looking at JustGiving. What is the charge on this?

PP will put together a one page info sheet on myPTA so we can all make an informed decision at next meeting. PP said parents are increasingly going cashless so we will need to find another solution, if not this one.

8. AOB

Praise for Christmas Fair, it made £2000 profit, £3000 taken on the day. Waffles went extremely well. Plants did not, possibly no plants next year. Nobody wanted the Alcohol except mulled wine. Café in the hall worked.

Malcolm advised curtains were hard to hold up, and will damage the ceiling, suggested creating a temporary frame for about £200. Siri, suggested that we don't give out presents for grotto, possibly a coin with a good luck message... and instructions to put this out for Father Christmas, they loved the experience and maybe a gift is superfluous.

Revisit the frame idea in September. PP raised concerns about cost as we wouldn't make this back in one year. But all agreed we needed an alternative.

For grotto structure, can we use industrial poles that brace across the width of the room?

Labels for the kids need to be bigger, key stage and gender. AK, suggest eyelets and a wire rope, and black out material.

Rooms were praised, don't charge for the disco room next year. Children's raffle was missing but it was noted that no one noticed! Bottle tombola was lacking. AK

suggested that we bring one of next year's donation day forward to September and everyone agreed this is a good idea.

Games room went well, will try again next year.

100 Club

Suggestion that we pull the 100 club numbers outside of school whilst flogging the second hand uniform 27th January. PP and RR to organise at end of each month.

Priority is to get gift aid forms out rather than 100 Club reminder. But this will be important too as numbers are dwindling.

9. Date for next meeting

Mini meeting about the quiz – **7th Feb**

Next friends meeting Tuesday **21st Feb**