

## MINUTES OF MEETING - FRIENDS OF ST FRANCIS

### AGM

16<sup>TH</sup> OCTOBER 2023, 6PM ONLINE AND IN SCHOOL

#### Attendees

Laura S, Abi B, Lucy H, Akika S, Abi B, Charlene, Natasa (Online) Mr Pugh, Ms Mattocks

Welcome - Welcome to all members

Minutes of Last Meeting – Reviewed.

Chairperson Report – Reviewed Highlights of Previous Year & thanked all members for their continued support.

Treasurers Report – Starting Balance £7,100, Finishing Balance £9,460 plus £800 in parent pay account. Mr P to check what is in the parent pay account and transfer over to Friends.

- Xmas Fayre – Raised £2,995 (£1,200 profit)
- Summer Fayre – Raised £2,610 (1,100 profit)
- Charlene confirmed that all account will be accessible on line from next month therefore will be easier to check balances / payments and receipts.
- Names on account were Abi / Laura and Charlene.
- Charlene confirmed there were two Friends accounts.

Election of Committee – It was agreed by the Quorum that the following people will be elected for the roles for 23/24.

- Chair (shared role) – Laura / Abi \* Note Laura confirmed that this will be her final year and will be stepping down at the end of the academic year.
- Treasurer – Charlene
- Secretary – Natasa (with Laura Supporting)
- Social Media – Lucy
- Year Reps – Nursery (Heather), Reception (Abi) Year 1 – (Janet), Year 2 (Heather), Year 3 (Abi/Janet), Year 4 – (Laura) Year 5 (Natasa), Year 6 (Lyndsey)

#### General Items

- Xmas Fayre –
  - No Alcohol to be served at Xmas Fayre or fayres going forward, nor on the games stands. Alcohol included as part of the hampers was Ok on the basis that it was wrapped.
  - Laura happy to run the xmas jumper / nativity swap shop stand
  - Natasa meeting with the Year 5 organisers his week and will report back to year 4 parents that had offered.
  - Anyone who can help with Raffle Prizes to speak with Charlotte (year 4 mum).
  - Mr Pugh to send school headed paper out to Laura to forward to Charlotte.
  - Non – Uniform day for chocolate donations was 1/12/23.
- Spooky Autumn Disco – (consider Fridays in future)

- Letter to be sent out to parents 17/10/23 – Laura to send to Mr Pugh.
  - KS1 / KS2 will be split.
  - Mr Pugh to sort music
  - Charlene to order disco balls / hook a ghost / another game
  - Laura to speak with Lizzie B / Claire H, to see if she could do tattoos / face painting.
  - Abi to do party bags – and purchase a few decorations.
  - Proposed cost – KS1 £3, including drink / crisps and party bag, KS2 - £4, drink, crisps and party bag.
  - Sweets will be available for £1 (year 6 will be preparing these in school on the Wednesday beforehand)
  - Pupil Premium children – Friends to pay for their tickets.
  - Request helpers in KS1 / KS2. Friends’ helpers – Charlene / Laura / Akika / Lucy / Abi.
  - Can get in the room at 2.30 pm on Thursday to set up.
- Used Uniform – Claire Hammond to Organise the Xmas Fayre / Summer Fayre Used uniform sale.
  - Easter Egg Hunt – Laura to Run this again for Donations. (Note Easter is 22<sup>nd</sup> March this year)
  - Hot Chocolate Stand – Scheduled in.
  - Coffee Morning – run as a Macmillan coffee morning.
  - Recycle Centre – Ms Mattocks / Mr Pugh confirmed they would be happy to have a clothes recycling wheelie bin. Cost £100. [www.Cashforclothes.co.uk](http://www.Cashforclothes.co.uk) will collect and pay 0.50 p per kg (£500 per tonne)
  - Roller Skating – Laura to ask Heather to look into the cost.
  - Xmas Cards – Laura to send into school to complete before school breaks up.
  - Spelling Bee / Guess the baby school teacher for a prize.
  - Suggestion to include external business to xmas fayre was tabled. A Xmas fayre had been held before separate to the school xmas fayre. If someone was prepared to organise then it would be considered.

### **Requests for Funding**

- Ms Mattocks submitted two requests for funding.
  - To supply the new library with additional and new reading books to benefit the whole school. (There may be a request for additional furniture subject to costs). Anticipated Costs £5,000
  - To Assist with costs of suitable outdoor flooring and shelter to create additional space for nursery in the lodge. Anticipated Costs - £5,000
- Ms Mattocks to put a business plan together for both requests given the amount being requested.
- Parents and Friends to host a dedicated fundraising event for raise money for it and Friends would consider match funding (capped circa £2k) – as £5,000 full contribution would from the existing funds would use all the remaining funds. Would require people to dedicate their time as well as money for resources ie to request the
- Once Business Plan has been produced, we can put this out to the Friends members to request vote.
- Note: It was stated that historically Friends funds, were used for enrichment activities therefore this request for contribution toward building improvement was to be given further consideration following receipt of business plan.

**Next Friends Meeting – Monday 27th November – 6 pm.**