

**MINUTES OF THE FRIENDS COMMITTEE ON WEDNESDAY 7th October
2015- 7pm Brooklands**

Presents: Gill Lythgoe, Amanda Cartwright (chair), Kate Dodds, Sonia Laurens, Rhiannon Bennett

1. Apologies: Kelly Wilcox,

2. New Roles and Responsibilities

Chair

1. *Current* Chair to liaise with Mrs Davies on all issues. Chair +1 other (VC or Secretary) at meetings. Discuss dates or events, other charity events/ clashes etc
2. Risks assessments
3. Gill Lythgoe to maintain trustee status on behalf of 3 chairs
4. PTA membership kept up to date
5. Annual small Lottery license (3rd June)- nb ? move to treasurer
6. Other Licenses as and when (NB at least a month before) e.g. alcohol/ music
7. Keeping meetings to time
8. Delegating jobs

Vice Chair

1. To fill in for chair when absent
2. On-going fund raising- i.e. 100 club
3. Promotions

Treasurer

1. Be a signatory (still have Amanda and Gill as signatories)
2. Report to charity commission at end of each school year
3. Sorting floats and takings for events
4. Refunding expenses (with receipts only)
5. Counting evenings led by treasurer and involve all committee (Claire Robinson meeting with Rhiannon to hand over next week)

Secretary

1. Minutes/ agendas for meetings
2. Liaising with Gail Bywater re newsletter
3. Room bookings for meetings
4. Holding contact details for members
5. Updating website
6. Emailing members re requests for help etc.

	ACTION
3. gmail access Kate and Amanda to meet to discuss how to work	AC/KD
4. Communication with school For first term Amanda and Kate only (see above)	
5. Website and communication with parents	

<p>Continue to use Newsletter and family-links fliers, sign posting to website. Stand at Parents evening Format of the web page/ Gallery pictures to be discussed with Mrs Holloway Future discussion- Facebook secret group</p>	<p>KD speak to SH</p>
<p>6. Regular (committee) meeting dates Aim for monthly evening meetings the first week of the month (day to change to suit most individuals) with ad-hoc planning meetings in school.</p>	

MINUTES OF THE FRIENDS MEETING ON WEDNESDAY 7th October 2015- 8pm Brooklands

<p>Presents: Gill Lythgoe, Amanda Cartwright, Kate Dodds, Sonia Laurens, Rhiannon Bennett, Laura Hyland</p> <p>1. Apologies: Kelly Wilcox, Julia Williams, Beth Brookes, Natalie Richards, Emma Hayman, Lisa Meadows, Sue Dodd, Fi Iddon</p>	
<p>2. Minutes of last meeting (July 9th 2015) (AC to sign off)</p>	
	ACTION
<p>3. Matters arising from previous minutes Where are the BBQs stored? AC to clarify Picnic tables purchased by school and waiting to be assembled to use. Photos of the tables or mention to be signposted to us.</p> <p>£2000 being kept earmarked for KS1 playground in future when school have sufficient funds to proceed. Request that if anyone hears of any building projects/competitions to send email round for maximum entries</p> <p>After AC has met with Mrs Davies we need a vote on whether we 'top-up' the £2000 playground fund or start saving for something else. Need 9 members to be quorate</p> <p>New Treasurer- Thank you to Rhiannon Bennett for stepping in as our new Treasurer. A hand over meeting has already been planned.</p>	<p>AC</p> <p>ALL</p> <p>AC</p>
<p>4. Disco 6th November- planning 'Bonfire' theme Apple bobbing on a string (keep apple after your go!) Snacks ? apple cake/ popcorn/ satsumas/ carrots confirm with JD Music CD needed (KSI) Speak with Miss Jones/ Mrs Mulford (KS1) Confirm Mr Brown (KS2)</p> <p>Tickets- Julia Williams kindly offered to make tickets and posters</p>	<p>AC</p> <p>KD-JW</p>

<p>£2/ £1.50 sibling (100 KSI, 100 KS2) Change of labelled clothes to be bought in on the day. Pick 4pm at usual entrance.</p> <p>Ticket sales Sell Tues/Wed/Thurs (3rd-5th Nov). Final planning meeting 22nd Oct, 9-10am</p> <p>Refreshments Send a letter out to local super markets regarding all events for the year asking for their support. (M+S, Co-op, Morrisons, Asda, Sainsbury's, Waitrose, Tesco)</p>	AC to write
<p>5. 100 Club Re-name "Friends Lottery" Update information flier. Send home on 16th Oct in bookbags Double rollovers at Christmas and Summer. Extra promotion at parent's evenings. Winners on website</p>	SL
<p>6. Northbrook Gift catalogue offering 22% funds back to PTA ? would the % be the same for online orders? ? could we get some stock for a stand? ? stock of catalogues/ stickers? ?link from our website? Kelly Wilcox to follow up. If successful could send mailing out with 16th Oct fliers?</p>	KW
<p>7. Just Giving/ Giving Machine Need to manage the account...find out who originally set up (Jane Ball?). Purchase 200 reminder cards (£2.50) to give out (book bags on 16th or parents evening)</p>	KD
<p>8. Class Links Amanda has original list (members of PTA linked to each class for parents to feedback to/ questions or get involved)) agreed in May. Email each again to see if they are happy to go ahead. When agreed AC forward to KD for website.</p>	AC
<p>9. Future Event dates Disco Friday 6th November 3-4pm Christmas Fayre Friday 4th December 3.20pm (planning at meeting on 22nd Oct) Fashion Show- confirm date with JD/ Trinity Centre/ Love Labels Easter Egg Hunt- Confirm with JD Summer Fayre- discussion at next monthly meeting</p>	AC KD GL KW
<p>10. AOB</p>	

Rags to riches equivalent. For discussion at next meeting, options, cash for clothes. Site at Bicton takes small electrical too, but need own transport.	
11. Date of Next Meeting Thursday 22 nd October (venue TBC) Disco final planning & Christmas Fayre planning	