**Friends Group Minutes**

**Date: Tuesday 6th November 2018**

|  |  |
| --- | --- |
| **Members:-** | **Members : Francesca, Irene, Jane, Alf, Andrea, John, Carol, Ellie, Sheena, Enny, Nuket, Rev. Alan, Bianca, Donna****Apologies:** **Absent:**  |
|  | **Items for discussion** | **Action required – what, who, when** |
| **Matters arising from previous meetings**  | * Begging letters
* Friends Folder
* Spreadsheet of Businesses to approach
* Request list from Teachers of things that the Friends could contribute paying for

  |  |
| **Meetings** | * It was voted that the meeting will now take place fortnightly. There will only be weekly meeting if there is additional planning to be completed. E.g. Christmas Disco.
 |  |
| **Events** | * KS2 Panto – The children will be going to Ally Pally, if we can get transportation from the bus garage.
* It was agreed to have a Christmas Disco on 7th December 2018, and the Christmas no uniform day on 30th November 2018, to raise funds for the disco.
* It was discussed that it would be a good idea for people to take on areas of responsibility for the Disco so that the load is spread across more people.
* Bianca and Ellie have agreed to put together a list of activities and items that will be needed to organise the Christmas Disco.
* Agreed that the WhatsApp group would be used to communication, between us, what companies have been approached.
* Chair has made contact with some companies, via email, and will let us know which ones they are. Hanley’s have been contacted and just awaiting a response from them. If parents agree to put a Hanley’s board up, they must contact the council if a council tenant.
* Mrs Ortega has agreed to donate £20.00 from her Café as a prize for the Christmas Raffle
 | **Jane has agreed to approach the bus garage for an answer.****John has kindly agreed to do the Posters for both None uniform and Christmas Disco.****Bianca/Ellie****Everyone****Irene** |
| **Roles** | * The following position were voted in:
* Chair – Irene
* Assistant Chair – none at present.
* Secretary – Andrea
* Finance – Jane
 |  |
| **Finance** | * Agreed that the new poster will be specific for what we are fund raising for. It was stated that new laptops are still a priority.
* A list is still needed for items they would like the Friends to fundraise for
* Still waiting for the final payment from the Co-op. This should be received this month.
* Bianca and Ellie in the process of changing the Charity details.
* Bianca and Ellie will produce a list of costings to help plan the Disco.
 | **AG** |
| **Communication** | * Invest in an A-Board to help advertise up-coming events. John kindly obtained costings. It will cost less than £300.00. It was agreed to go with a Chalk type board and liquid chalk so it could be changed immediately following each event.
* Poster to re-advertise what the Friends group is about. Put up a fundraising charts so parents are aware of how much has been raised from each event.
 | **John to provide Andrea with where to buy and school will purchase and get reimbursed.****John has agreed to produce a poster advertising what the PTA does and what we will be fundraising for.** |
| **Any other business** | * It was voted and agreed to change the name of Mufti to None Uniform Day.
* Happy School Bags is a company that collects clean unwanted clothes and shoes. They pay 60p per kilo. This is something we could do throughout the year.
* To look into setting up Gift Aid for working parents so their donations will attract a further 25p in each pound.
* Look into companies that Match Gift Donations and see if any of our parents work for any of these companies.
 | **To speak to Mr Welsh to ensure he agrees.** |
| **Date and time of next meeting:** | **Tuesday 13th November 2018 @ 9:00am – Christmas Disco planning meeting** |  |