**Friends Group Minutes**

**Date: Tuesday 30th October 2018**

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| **Members:-** | **Members : Francesca, Irene, Jane, Alf, Andrea, John, Tamara, Carol, Ellie, Sheena**  **Apologies:**  **Absent:** | |
|  | **Items for discussion** | **Action required – what, who, when** |
| **Matters arising from previous meetings** |  |  |
| **Meetings** | * It was agreed to keep the Friends meetings weekly, Tuesday mornings directly after drop off. * We will be looking at other days to hold the meetings, if more parents request it. |  |
| **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. * Pete Bull has agreed to be the Santa again this year. | **Request letters to be printed and handed out.**  **AG – 2/11/2018**  **Print spreadsheet of business to approach - AG** |
| **Roles** | * Appoint to: * Chair * Assistant Chair * Secretary * Finance * Not enough members to vote into these roles. Will postpone to Tuesday 6th November 2018 when hopefully we will have more numbers | **Invite as many parents as possible to vote in roles.** |
| **Finance** | * Discussed putting together a list of items that the Friends are fund raising for, so parents are aware what the money is going towards. * New laptops is a priority at the moment. | **To put a list in the staff room to ask staff what they feel the school needs. - AG** |
| **Communication** | * To continue with a slot in the school newsletter. * Invest in an A-Board to help advertise up-coming events. * Poster to re-advertise what the Friends group is about * Produce Fund raising charts so parents are aware of how much has been raised from each event. * Look into having Parent – Class Reps. * Look at ways of communicating differently with parents/carers | **BW**  **JC/TC**  **AG** |
| **Any other business** |  |  |
| **Date and time of next meeting:** | **Tuesday 6th November 2018 @ 9:00am - AGM** |  |