**Friends Group Minutes**

**Date Tuesday 9th October 2018**

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| **Present:-** | **Francesca Agyerman, Felite Oliveira, Donna Eley, John Crumpton, Tamara Crumpton, Irene Charles, Jane Kingori, Lars Grabowski, Andie Childs, Alf Dato, Andrea Goldring** |
|  | **Items for discussion** | **Main points** | **Action required – what, who, when** |
| **Meetings** | * To look at the future of the meetings
* Types of events
* Fill vacancies
* Dates and times of the meeting
 | * The meeting are currently held Tuesday mornings. In order for more parents to be able to attend, we could look at holding a meeting after school as well.
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| **Events** | * Christmas
* Easter
* Summer
* Panto
 | We need to start looking at having more events at the school so that we can raise money for trips etc.We need to start looking at organising the Christmas Panto’s. KS2 always go out for this event so we need to contact the Bus Garage to see if they are able to let us use them.We may need to look at Coach hire and try and get it at a reduced rate as we did last year.Although the Friends is a small group, other parents do help out during events.The school are celebrating Black History Month next week. We are having International Food Day on Thursday 18th October 2018. The school will be sending out a letter this week about it.It was agreed to charge no more than £2.50 per plate. | **Email to Bus Garage to request transport.** |
| **Roles** | * Chair
* Assistant Chair
* Treasurer
* Secretary
* Committee members
 | We need to fill all of these positions as soon as possible. If people have a think about what they would like to do and a decision will be made at the next meeting.The Chair is in charge of the FriendsAsst Chair is to cover if the Chair is offThe Treasurer submits the annual charity reports.To take the minutes and general secretary roles.Committee members to attend as many meets as possible. We normally have a TA here who is a representative of the school.At the end of the meeting it was suggested that an expression of interest form should be sent out just in case more than one person wants the same position. | **To fill all vacant positions at next meeting.****Email out an expression of interest form.** |
| **Finances** | * Banking
* Donations
 | We currently have about £3000 in the Friends bank account.Previous Friends members are still signatories.We are still waiting for money from the Co-op, as we were a named Charity with them last year. We missed the application deadline this year so need to watch out for 2019.We also do very well from the Estate agents boards. We need at least 2 trustees to keep the Friends Charity account open. |  |
| **Communication** | * Types of communication
 | It might be an idea to have a quarterly Friends newsletter as a way of letting the parents know what is happening in the Friends group.We could also look at having a twitter account as another way of communicating.To set up a new Whatsapp group as a way to communicate with the group. To keep Bianca and Elle on the group as they might have ideas/suggestions that could help. |  |
| **Any other Business** |  |  |  |
| **Date and time of next meeting:** | **Tuesday 16th October 2018** |  |  |