**Friends Group Minutes**

**Date: Tuesday 16th October 2018**

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| **Present:-** | **Members:****Attending: Francesca Agyeman, Donna Eley, Irene Charles, Jane Kingori, Lars Grabowski, Alf Dato, Andrea Goldring, Hope Aparo****Apologies: John Crumpton, Tamara Crumpton****Absent: Felipe Oliveira** |
|  | **Items for discussion** | **Main points** | **Action required – what, who, when** |
| **Matters arising from previous meetings** |  |  |  |
| **Meetings** | * Changing the meetings to fortnightly
* Having an after school meeting half termly
* AGM
 | Mr Welsh had asked if the Friends could meet fortnightly, unless there are events to plan.Instead of having weekly, fortnightly meetings after school, it would be a better idea to maybe have 1 every half term just to inform parents of what has been discussedIn order for the AGM to be viable, we need a minimum of 12 people attending. | **To be agreed at the next AGM****It was agreed that this would be a good idea as more frequently it could be seen as meeting over kill.** |
| **Events** | * KS1 Panto
* KS2 Panto
* Christmas Fair/Disco etc
 | KS1 Panto has been booked for 7th December 2018.We have been asked to have the KS2 Panto in-house, as it saves on having to book coaches/buses and would be much easier.To organise a Christmas Fair/Disco | **Once invoice has been received Friends****All agreed this was a good idea.****No firm plans had been made about this. It was acknowledged that time was moving on and there is a lot of planning that is involved.** |
| **Roles** | * Chair
* Assistant Chair
* Secretary
* Treasurer
 | The following expression of interest has been made:Chair – IreneSecretary – AndreaTreasurer – JaneAlf – Committee memberLars – Committee memberFrancesca – Committee memberDonna – Committee memberHope – Committee memberIrene has agreed to be Chair, for now, but if someone else shows an interest her preference would be Assistant Chair. | **All of these positions will be voted in at the next AGM****Once all the roles have been filled Bianca has offered to come and have 1:1’s with the new appointees.** |
| **Finances** | * Nothing discussed this time.
 | Jane has agreed to be the Treasurer for the time being. The hope is that someone else will work alongside her and Jane will be able to hand it over. |  |
| **Communication** | * Nothing discussed this time.
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| **Any other Business** |  |  |  |
| **Date and time of next meeting:** | **Tuesday 30th October 2018** |  |  |