

Minutes

Friends of St Francis meeting

15th May 2015 approx 3.30pm at St Francis Catholic Primary School

The meeting was called to order by Kylie Milne at 3.44pm.

Present: Ms Page, Kylie M, Irene D, Anna W, Lidia C, Tracy C-J, and later joined by Mrs Blanden, Mrs Williams, Chris Cooper and Collette C

Apologies: Kiki H, Hannah F, Temi G, Helen R

Approval of minutes

The minutes were read from the previous meeting and approved.

Agenda

The agenda was circulated as follows and worked through in order.

1. Infant and Junior Discos
2. Father's Day Sale
3. Purchases for the school
4. Communication and new committee role
5. Wine and Wisdom Evening
6. 2015 intake Welcome Tea.
7. Summer Fair.

1. An email has been sent to the parents who have agreed to chaperone the discos, it was noted that it will be necessary to confirm for these parents that as teachers are present it will not be necessary for them to obtain DBS checks to chaperone the event.
Infant chaperones have been asked to arrive from 2pm to prepare the infant snack and junior tuck shop.
Irene and Karen have agreed to prepare the tuck shop sweets and provide a pricelist.
Kylie will purchase the infant snack – it was decided that this would be served buffet style this time to contrast with the individual portions of the last infant disco to establish which lead to less waste. The snack will include baked crisps, several fruit choices, biscuits and a savoury option.
The infant children will be presented with a notebook and pencil each as a gift when they leave, the junior children can choose to bring up to £3 for the tuck shop.
Infant teachers will be presented with a list of the children in their classes attending, in order that the children can be signed in swiftly. The will be signed out by staff at the door.

Children will be signed in for the junior disco, and staff will monitor the doors as they leave. A minimum of two volunteers will manage ticket sales on the door. It was agreed that sales on the door would be reviewed after this event.

Helen will purchase raffle prizes for both discos, in the form of vouchers.

Bins from the servery and playground can be used to ensure that rubbish is disposed of suitably.

Kylie will ensure that appropriate chaperones – with DBS checks – will monitor the toilets and corridor areas.

Ms Page confirmed that sufficient staff have volunteered their time. The Committee is very grateful for the support the staff of St Francis continue to show to these events.

It was noted that ticket sales on a table had achieved a fantastic number of chaperones for the event, and raised the profile of The Friends. Ticket sales will continue in this manner next year, although the Committee plans to look into online payments as an alternative. Ms Page suggested that it might be necessary to make use of the children's UPN (unique pupil number) to identify them when using an online system.

The Committee would like to thank parents for their support of the discos.

2. Collette reported to the meeting that preparations for the Father's Day Sales had gone very well, with just the plants left to source and buy. Lidia has secured discount from Notcutts to purchase these. Collette circulated a spreadsheet to demonstrate expenditure and projected profit for the event. Sufficient volunteers have been recruited for the event, although extra support is always welcomed.

It was noted that the year 6 children will be at St Simon's Stock on the Thursday. As such, there will be table for sale of gifts available to them after school on the Friday as well as during the day.

Sales are to be carried out class by class in the classrooms; to start as soon after 9.15 as possible.

The Committee would like to thank Collette for taking on this event.

3. Two purchases have been suggested by The Friends to support fundraising efforts. Irene reported that a 12oz popcorn machine would cost £300 with little ongoing maintenance costs. This would also support this Committee's commitment to providing healthier snacks. This could be used at almost all of The Friends events, pending confirmed storage space at the school, this purchase was approved by those present.

Hannah had provided details of an upright chest freezer that would allow costs on purchasing ice cream to be drastically cut, this would also allow The Friends to sell ice creams or lollies in the summer term. Again, pending appropriate storage, this purchase was approved by those present.

The school have made several purchases to be discussed at a separate meeting next week – Wednesday or Thursday – TBC.

Kylie reported that The Friends were currently processing the required paperwork to become a registered charity.

4. It was noted that it is frustrating when emails, particularly those sent between the Committee, go unanswered. Kylie reminded to those present that all The Friends are volunteers and as such will have other commitments. It has been decided that all emails between committee members should be replied to as "reply all" in order that all committee members be aware of discussion prior to meetings, this will streamline meetings and enable

discussions at meetings to include the opinions of other member of The Friends present whilst ensuring discussions are productive. Anything then discussed at meetings can be correctly minuted. The introduction of committee members holding more specific roles and forming subcommittees has strengthened communication and allowed a more focused approach. Subcommittee roles and budgets will be minuted to allow the Committee to still be accountable.

Lilia was appointed as “parent volunteer champion”; her role will be to recognise outstanding commitment from parents and leading the class rep initiative for next academic year. She will also arrange social activities for parents alongside others. Irene noted that she was involved in the class rep scheme at her childrens’ previous school and would be available to support Lidia.

It was decided by those present that Mrs Wallis and family be presented with a gift to thank them for support. Anna is arranging a bouquet and a bottle of wine to be presented to Mrs Wallis next week.

5. Wine and Wisdom event confirmed for 19th June; 7.30.

The Friends hope to sell at least 10 tables of 8 – question master has suggested it is not necessary to stick to this number strictly.

It has been decided to provide the school, St Simon’s Stock, the Governors and the Church with a complimentary table as this is this Committee’s first event of this nature.

Tickets will be available next week.

6. Welcome afternoon teas to be held either on 9th and 10th June or 23rd and 24th June; Karen to organise. Irene and Karen to source scones etc. Parents will be invited to the event at the new starter evening on 3rd June. Leaflets detailing this and inviting the families to the summer fair, and telling the new families about the work of The Friends will all be included in the welcome packs from the school. Kylie will be speaking to the parents at the new starter evening and it has been agreed with the school that new parents will be on The Friends mailing list on an opt out basis.

The Friends will also be selling secondhand uniform at this event.

7. Advertising plans have begun to come together for The Summer Fair, poles can be erected at the wall of the school to report details of the event.

The children have been asked to produce posters advertising the Fair, the winning designs will be displayed on banners, around the school, in supermarkets and produced as flyers to go out the local community.

The committee hope to find an estate agent to display details of The Fair on their boards, and parents will be asked to display posters.

Event has been confirmed as running from 2-6; with the raffle to be drawn at 4pm.

Irene has sourced 50 hay bales to be used as seating. Irene and Lidia have both collected raffle prizes.

Anna and Mrs Blanden are looking into bands to play at the event.

Many of the children perform in dance and display groups, and confirmations are coming in that these groups will be appearing at the Fair.

External stalls will be charged at £10, it is yet to be confirmed as to whether they will need to provide their own tables.

It was decided that new balls be purchased for the coconut shie at a cost of £7.50 a set, that two hoopla sets be purchased at £18.99 a set, and that a play your cards right set be purchased at £18.99.

Anna is approaching the Allington Archers regarding a display for the Fair.

Announcements, important dates, AOB

- Lidia asked whether the head boy and girl and vice head boy and girl will be presented with anything to mark their time in this role, it was agreed by those present that this would be a nice tradition to start as this was the first year the school has had these positions.
- Lidia and Anna enquired as to what the year 6 leaver event would be. Discussion were held and it was decided that Mrs Blanden will revisit the year 6s next week to disuss these ideas with them. Lidia and Anna are keen to help with this event, and are sure that there are other parents who would gladly be involved. The Committee are keen to support this event.
- It was confirmed that the year 6 leavers Bibles had been ordered.
- Discos – 22nd May
- 3rd June – new started evening
- 9th, 10th and 23rd and 24th June – new starter taster days
- w/c 15th June – time booked with school to prepare for Father's Day Sales
- 18th and 19th June – Father's Day Sales
- 18th June – music evening – Friends to provide refreshments
- w/c 6th July – time booked with the school to prepare for the Fair
- 11th July – Medieval Summer Fair
- 25th July – Bibles to be presented to year 6 leavers

Next meeting(s)

Committee meeting – 8th June – 7.30pm at The Pippin. All welcome

Purchases Meeting – Wednesday or Thursday next week - TBC

Motion to adjourn was made at 5pm and was passed unanimously.

Notes to accompany minutes

There is the possibility to co-opt 2 further committee members, if anyone is interested in committing themselves to being more involved with The Friends, please contact the committee to find out more.

If you would like further details about becoming involved in a “craft group” to support fundraising and social events at the School, please contact the Committee.

If you have any suggestions for events or projects that The Friends could support, please get in touch. If you would like be involved with The Friends in any way, please make yourself known to the Committee via any of the methods listed below.

Contact the Committee

07772056308

friends@st-francis.kent.sch.uk

Facebook – search “Friends of St Francis – Maidstone”