

# Minutes

## Friends of St Francis meeting

20<sup>th</sup> March 2015 3.30pm at St Francis Catholic Primary School

The meeting was called to order by Kylie Milne at 3.30pm.

**Present:** Mrs Blanden, Mrs Williams, Ms Page, Kylie M, Irene D, Temi G-T, Helen R, Anna W, Lidia Cook, Chris Cooper, Mrs Corley, Mrs Crotty, Tracy C-J, Collette C, Mrs Brundish

**Apologies:** Karen W, Kiki H

### 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. Roles, responsibilities, procedure clarification (particularly to include new faces).
  2. Secretary and committee positions.
  3. Debrief from discos and Mother's Day sales.
  4. Governing Body feedback.
  5. Wine and Wisdom evening.
  6. Volunteers and budget for Father's Day sales. Set date for sub-committee meeting.
  7. Formation of craft group.
  8. Easter activities.
  9. Summer Fair.
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1. A statement was read on behalf of the committee with input from PTA UK to clarify procedures to all present, and the aims of The Friends, particularly for new faces present.
  2. Hannah Apps-Finnegan was elected into the vacant Secretary position, with Lidia Cook being co-opted onto the committee.
  3. Ticket sales for discos is to change format, Committee will work with The School on the best way to proceed, volunteers will be required to help with ticket sales. The Committee would like to extend their thanks to Angela Woodland-Wallis and her family for all that she has done to support the discos. More will be done to make capacity and volunteer requirement clear from the outset to avoid disappointment. Adjustments will be made to the Infant disco risk assessment to allow for a smoother transition between discos. The Committee would like to thank the staff for their support of the discos.  
Procedure for Mother's Day sale will be revisited as trolley service to the classrooms was so

successful, it is hoped this will be less disruptive to the school whilst giving all the children the same opportunity to purchase gifts. The committee would like to thank the staff for their support of this event, in particular Ms Page and Mrs Walker and the year 6 helpers. The Committee would like to thank all the volunteers for their time to make these events happen.

4. Kylie Milne invited Chris Cooper to explain his role as link Governor to The Friends. He expressed the thanks of the Governing Body for the work that Friends volunteers put into events and projects for the children and the School. The Governing Body have restated their support for The Friends and have said that The Friends continue their work to strengthen the sense of community within the School, and to make that inclusive of the whole community. The Governing Body would support The Friends in producing a Calendar of Events for the year ahead. The Committee would like to thank the Governing Body for their support.
5. The Wine and Wisdom event has been postponed, dates (Fridays?) in May are to be put to the School for it to be rescheduled with the event to go ahead with individual ticket costs agreed at £3, to include an antipasti platter, with some soft drinks to be available for purchase and any alcohol and additional snacks to be provided by attendees, as required. It was suggested that the event could have a Eurovision theme. This will be revisited as necessary once a date has been confirmed.
6. Collette Cooper has been nominated to lead preparations for the Father's Day sale. Lidia Cook to support. Format of sale to be decided; Mrs Williams, Mrs Blanden and Ms Page suggested that the trolley to classrooms had been less disruptive, and that a second day must still be included to allow all children a chance to purchase gifts. A budget of £600 was agreed to purchase stock for the sale, with a meeting for volunteers to be arranged for 8<sup>th</sup> May to allow for arrangements for wrapping items and planning for the sales themselves.
7. It was suggested that a "craft group" could be formed to support events such as the Fairs and Sales by wrapping gifts, helping children to produce handmade gifts, and producing other items for sale. This was supported by those present, posters and leaflets are to be produced to gauge interest. Mrs Williams mentioned that this could also include gardening projects.
8. The School will be running an Easter decorating competition with prizes to be supplied by The Friends, Hannah Apps-Finnegan to source and purchase.
9. It was agreed that The Summer Fair needed a separate meeting. This will be held on Monday 27<sup>th</sup> April, venue TBC.

## Announcements, important dates, AOB

- Temi George-Taylor and Irene Doyle have been working on networking/ sponsorship ideas and suggested a "business-card raffle" to be run after Easter. A template for the children to complete will be produced to tie in with their work with on "enterprise". This and sponsorship in general will be discussed at the Purchases Meeting, to be held at a date TBC as agreed with the School.
- It was confirmed that The Friends would be able to speak at New Starter evenings, and that plans are being made alongside the Early Years team to produce a welcome event for new parents. It is hoped that this will make the aims of The Friends clear to new starters.

- The Friends have been asked to provide refreshments for several events in the school calendar. Karen Watkinson will be coordinating these events.

The Committee would like to thank Mrs Corley for arranging teas and coffees for this meeting.

### Next meeting(s)

Summer Fair – Monday 27<sup>th</sup> April, venue TBC

Father's Day Sale – 8<sup>th</sup> May, venue TBC

Friends Coffee Afternoon- Monday 27<sup>th</sup> April, school hall.

Purchases Meeting – Date & venue 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 have any feedback or questions about the Discos or Mother's Day sales, please forward them to the Committee. If you would like to be more involved in the running of these events, please make yourself known to the Committee.

If you are available to volunteer to wrap gifts or to sell them for the Father's day sales, please contact the Committee.

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 to 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"

## Upcoming Friends events / dates (ALL WELCOME)

Friends Coffee Afternoon – Monday 27<sup>th</sup> April, 2.30 – 3.30, school hall

Summer Fair Meeting – Monday 27<sup>th</sup> April, venue TBC

Father's Day Sale Meeting – 8<sup>th</sup> May, venue TBC

Discos – Friday 22<sup>nd</sup> May

18<sup>th</sup>, 19<sup>th</sup> June – Father's Day sales

Saturday 4<sup>th</sup> July – Medieval Summer Fair

Purchases meeting – Date and Venue TBC