

**Friends of Wantage CE Primary School**  
**Charity no. 1093139**  
**Minutes of a Committee Meeting**  
**held on**  
**18<sup>th</sup> September 2017**

<b>Present</b>	Cat Ringsell
	Suzy Ditchburn (General Rep)
	Sarah Gniadek-Pitt (Vice-Chair)
	Cathy Godfrey (Staff Rep)
	Lisa Withers (Treasurer)
	Beth Elkins
	Victoria Douglas (Secretary)
	Vanessa Hope (Chair)
<b>Apologies</b>	Storm Disney
	Laura Legate (General Rep)

<b>Item</b>	<b>Minute</b>	<b>Action</b>
1	<p><b>Approval of minutes of the last meeting</b></p> <ul style="list-style-type: none"> <li>▪ Members approved the minutes of the last meeting</li> <li>▪ Details of Committee members now on website</li> <li>▪ Call to ask for Class Reps to go out on newsletter/Friends communications</li> </ul> <p><i>Volunteers: Possibly Caroline Burgess (Year 5), Beth Elkin (Foundation) Cat Ringsell (Year 2) Suzy Ditchburn (Year 1)</i></p>	VSD
2	<p><b>Treasurers Report</b></p> <ul style="list-style-type: none"> <li>▪ Closed off accounts at 31/08/2017 balance at £2410.94</li> <li>▪ Income this year so far from Salvation Army Clothing Bank and Second Hand Uniform sales</li> <li>▪ Funding request form to be reviewed and internal email to be sent out with instructions to staff. If pitch is over £300.00 then claimant to attend meeting to make a case in person. CG will present revised form at staff meeting.</li> <li>▪ 'Easy-Fundraising' - look to raise profile of scheme in October/November</li> </ul>	LW LW
3	<p><b>Matters arising</b></p> <ul style="list-style-type: none"> <li>▪ Consider 'titled' roles for Friends members, e.g. responsibility for second hand uniform</li> </ul>	VH
4	<p><b>Year Group Reps</b></p> <ul style="list-style-type: none"> <li>▪ Call out for year group reps (see above)</li> </ul>	VSD
5	<p><b>Cook for Books</b></p> <ul style="list-style-type: none"> <li>▪ Members considered change to 'Cook for Classrooms' for resources other than books within different year groups. Given amounts raised, members considered it beneficial to retain fundraising for books, but money to be collected by 'The Friends', rather than centrally, then funds distributed to the relevant year groups for individual spend. LW to collect money and confirm to teachers how much they've got to spend on books after each event. Friends to publicise success of events. CG will let staff know.</li> <li>▪ Dates for Cook for Books: 6<sup>th</sup> October 2017 (Year 5), 17<sup>th</sup> November 2017 (Year 6), 2<sup>nd</sup> February 2018 (Year 4), 23<sup>rd</sup> March (Year 3), 27<sup>th</sup> April 2018 (Year 2), 18<sup>th</sup> May 2018 (Year 1), 6<sup>th</sup> July 2018 (Foundation/Nursery).</li> <li>▪ Letters to be updated</li> <li>▪ Plates to be purchased (store in nursery)</li> </ul>	SGP/CG LW

6	<b>Disco or equivalent event</b> <ul style="list-style-type: none"> <li>▪ Members considered a range of events: Bingo night, October disco, film night, Christmas Fair, Shopping and Pamper evening. If running discos, members supported splitting lower and upper years. 12<sup>th</sup>/13<sup>th</sup> October possible nights for film nights. SGP and VH to investigate logistics/licensing issues for film nights.</li> </ul>	SGP/VH
7	<b>Christmas cards</b> <ul style="list-style-type: none"> <li>▪ 6-8 week lead time for cards</li> <li>▪ SGP has sent out for sample packs from different suppliers</li> <li>▪ Aim to get cards out before October half term for return after half term</li> </ul>	SGP
8	<b>100 Club</b> <ul style="list-style-type: none"> <li>▪ VH looking into Terms and Conditions and sourcing of tickets</li> </ul>	VH
9	<b>Event ideas</b> <ul style="list-style-type: none"> <li>▪ See Item 6</li> </ul>	
10	<b>Second hand uniform sales</b> <ul style="list-style-type: none"> <li>▪ Sale dates 14<sup>th</sup> and 16<sup>th</sup> November</li> <li>▪ Call for volunteer – Second Hand Uniform Coordinator. VSD to call for volunteer in newsletter.</li> </ul>	VSD
11	<b>Notice Board and Website</b> <ul style="list-style-type: none"> <li>▪ SGP currently talking to Catherine Mann. Investigating permissions issues with posting to school website/blog.</li> <li>▪ Notice board maintenance and updates.</li> </ul>	SGP VSD
12	<b>Gardening rota</b> <ul style="list-style-type: none"> <li>▪ Volunteers required for maintaining garden, needed for Saturday mornings. VSD to call out for volunteers, liase with SGP</li> </ul>	VSD
13	<b>Any other business</b> <ul style="list-style-type: none"> <li>▪ Uniform shed. LW to look into sourcing uniform shed. Uniform rail approved.</li> </ul>	LW
14	<b>Date of next meeting</b> <ul style="list-style-type: none"> <li>▪ 7.30pm Thursday 5<sup>th</sup> October, Staff Room</li> </ul>	