

Friends of Wantage CE Primary School

Charity no. 1093139

Minutes of a Committee Meeting

held on

Tuesday 7th November

Present	Vanessa Hope
	Laura Legate
	Claire Tobin
	Cathy Godfrey
	Cat Ringsell
	Victoria Douglas
	Storm Disney
	Laura Hardy
	Suzie Ditchburn
	Sarah GP
	Caroline Burgess
Apologies	Lisa Withers
	Vicky Munday
	Amy Sim

Item	Minute	Action
1	Approval of minutes of the last meeting <ul style="list-style-type: none"> ▪ Members approved the minutes of the last meeting 	
2	Treasurers Report <ul style="list-style-type: none"> ▪ Current bank balance: £2948.12 ▪ Pending £800 promised for school trips ▪ Pending invoice for Christmas card costs ▪ Total income from Christmas card was £1,028.50 (costs still to be deducted) 	
3	Matters arising	
4	Year Group Reps <ul style="list-style-type: none"> ▪ Storm Disney in addition for Year 6 	VSD add to list on web
5	Cook for books update <ul style="list-style-type: none"> ▪ Check status of cheque presentation for year 5 ▪ Year 6 next week, plates to go out on Friday. Sale will be on Children in Need but money still to Year 6. ▪ Send reminder out for Year 6 event 	VSD/LW SD
6	Christmas cards	
7	Hampers: Wrapping/Sorting Date <ul style="list-style-type: none"> ▪ Letters have gone out, ask office to email too as seems to be variation in arrival at home! ▪ Hampers to be decorated by 1st December ▪ Next meeting 5th December from 7.00pm, at school– meet to finalise Christmas Fair, sort and wrap hampers and tombolas. All class reps to attend if poss – will need hands to the deck! ▪ Check cellophane stocks/ribbons 	VSD VSD
8	200 Club <ul style="list-style-type: none"> ▪ Letters have been done, to go out this week ▪ Check with solicitor ▪ Revise letter again as draws just to be done at PTA meetings 	VH/SGP

9	<p>Christmas Fair: 8th December</p> <ul style="list-style-type: none"> ▪ Present Palace – at the Christmas Fair ▪ Call for: Toy tombola donations, Present palace donations ▪ Christmas Fair letter to go out and put in newsletter. Include Santa's grotto slip in this letter. LL will put together newsletter and flyer to follow up on newsletter entry. ▪ Call for volunteers: Anytime from the week before for labelling/set up. Set up from 1.00pm on Friday 8th. 30min slots for stalls. ▪ Present palace (all), toy tombola (Yr 1), Sweet Stall (Yr 6), grotto (Yr 3), Hot dogs – needs to be there early to set up (Yr5), Drinks (drinks licence for mulled wine) (Yr 2), Hampers Stall (Year 4), Reindeer Food (Nursery/Reception). Earlier call for volunteers than last year, which was week before. ▪ Poster needs to be done 	<p>VH/LL/VSD</p> <p>VSD to arrange licence</p>
10	<p>Website/email address</p> <ul style="list-style-type: none"> ▪ Friends email address is up and running ▪ Vanessa is monitoring ▪ All emails to stall holders have gone out from this address <p>Website:</p> <ul style="list-style-type: none"> ▪ VSD & BE visited CMann ▪ Catherine Mann to remain in control of website, but will hand over control of the blog ▪ BE has reviewed web page and has got some proposals for layout. Continue with review and post to web – committee to review and provide feedback 	<p>BE</p>
11	<p>Uniform sales</p> <ul style="list-style-type: none"> ▪ Uniform sales 14th and 16th November. Continue to call for donations 	
12	<p>Pamper evening</p> <ul style="list-style-type: none"> ▪ Proposed date – Thursday 26th April 2018, evening event (e.g. 6.00-9.00pm) 	<p>CR</p>
13	<p>AOB</p> <ul style="list-style-type: none"> ▪ Call from nursery to replace 2 nursery bikes (Taxi and trike - £569) – approved by committee, CG to get authorised and LJ will invoice Friends. 	<p>CG</p>