

Friends of Foundry Lane
Registered Charity No. 1118072

COMMITTEE MEETING

25th November 2016

Present – C. Bartlett, H. Cooper, R. Crosbie, C. Dewey, T. Callaway Sayce, K. Heslop, E. Irving, M. Loftus, K. Lugg, B. Rawlings, H. Robinson, B. Sayce, S. Sharp, T. Spayes, D. Wyatt.

E. Irving opened the meeting and welcomed everyone.

1. Apologies for absence – S. Taylor, H. Aldred, J. Davis, J. Dowdell, A. Fryer, R. Jarrett-James, C. Ndupuechi, A. Price, K. Roberts, C. Smith, L. Smith, J. Stephens, N. Stopford, V. Whybrew

2. Review of previous meeting minutes – E. Irving ran through minutes from the last Committee Meeting and the AGM. No issues were raised and the minutes were agreed.

3. Outstanding Actions

- **Constitution** - D. Wyatt to email revised constitution to Committee for approval
- **Noticeboard** - C. Dewey has been regularly updating the noticeboard. She was thanked for her efforts. Pictures of the Committee still need to be added to the board.
- **100 Club** - E. Irving has produced information for presentation to Governors and will await their response.
- **Raffle prizes** – D. Wyatt had sent letters and emails to non-Shirley based businesses requesting prizes for the Festive Fayre. The Committee were asked to continue seeking raffle prizes and requests for donations had been included in the school newsletter.
- **Shirley Independent Traders** – K. Lugg had been in contact with one of the members to discuss the school's need for funding/donations. A gold coin scheme had been suggested to encourage more shopping locally in Shirley. Discussions are ongoing.

4. Spending Update – C. Bartlett gave an update:

- Laptops have been purchased by the school, but cost more than previously agreed by the Committee. The Committee voted in favour of covering the additional cost.
- The Committee have already agreed to expenditure on books and the children's Christmas parties.
- £1,500 funds remained unspent from last financial year. It was suggested that the amount remaining after the additional cost of the laptops, would be allocated for spending on Playground Equipment.

- It was felt that if Playground expenditure could be broken down into smaller items, it would be easier to communicate mini targets, e.g. line-painting

5. Playground Initiative Launch Week

- There was a general discussion around playground equipment and the options for replacing equipment.
- K. Lugg confirmed that replacing Playground equipment is a priority for the school. Some of the Activity Trail is high risk.
- Friends already commit £2,000 per year for maintenance of playground equipment.
- E. Irving suggested that communication on fundraising for the Playground Equipment should be via the school rather than under Friends. It was felt that the fundraising for Children in Need was a success as it was strongly endorsed by teachers and communicated heavily.
- It was suggested that we utilise the school website. K. Lugg will provide guidance.
- E. Irving proposed a launch event for the Playground Initiative with things such as design competitions for the children to take part in. It was also suggested that Friends attend an assembly to help promote. T. Callaway-Sayce and H. Cooper volunteered to lead, aiming for Easter for launch.

6. Feedback on Pumpkin party and Cake & Uniform Sale

- C. Bartlett advised that £478.90 was raised at the Pumpkin Party, £78.90 on the Cake Sale and £54.50 on Uniform sales.
- The games were well received at the Pumpkin Party. It was suggested putting stickers on children as they came in to save time.
- M. Loftus suggested that more tickets could be sold than the current 200, as there are activities going on in other areas so the hall is never being fully utilised.

7. Festive Fayre – There was a general discussion about the event.

- D. Wyatt requested that K. Lugg and M. Loftus remind staff to sign up for volunteering.
- Following discussion it was agreed that there would be a cake stall.

8. AOB

Future Events

- K. Lugg suggested a table top sale, which could possibly be held in the hall in January. Funds would be raised through table fees, entrance fees and refreshments.
- Another disco will be considered for the Spring term, possibly linked to Book Week or Easter.
- **Next Meeting** – Tuesday 10th January 2017 at 19.30 (location to be confirmed)