

Friends of Foundry Lane
Registered Charity No. 1118072

COMMITTEE MEETING

27th January 2017

Present – C. Bartlett, E. Bailey, H. Cooper, R. Crosbie, C. Dewey, T. Callaway Sayce, K. Heslop, E. Irving, M. Loftus, K. Lugg, C. Ndupuechi, A. Price, B. Rawlings, H. Robinson, S. Sharp, L. Smith, J. Stephens, N. Stopford, D. Wyatt.

D. Wyatt opened the meeting and welcomed everyone.

1. Apologies for absence – S. Taylor, H. Aldred, J. Davis (crèche), J. Dowdell, A. Fryer, R. Jarrett-James, K. Roberts, C. Smith, V. Whybrew

2. Review of previous meeting minutes – D. Wyatt 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 emailed revised constitution to Committee with the minutes from last meeting. D. Wyatt will email again to set date for approval.
- **Noticeboard** - C. Dewey has now added photos of E. Irving, C. Bartlett and D. Wyatt to the noticeboard. It was suggested that a list of committee members was also added to the board. D. Wyatt will email list of members to C. Dewey.
- **100 Club** – Governor's have approved setting up 100 Club. Discussed further under Agenda item 6.
- **Raffle prizes** – We sourced a good number of prizes for the Festive fayre raffle. D. Wyatt has written thank you letters and is in process of delivering them.
- **Shirley Independent Traders** – K. Lugg advised that there had been no further contact with the traders.

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

- After expenses, £2,500 profit had been raised in the Autumn term from the Pumpkin Party, Festive Fayre, Xmas Disco, Cake & Uniform sale
- Since September, the school have spent £11,109 on laptops, Xmas class parties and pond nets.
- There is the following outstanding expenditure that Friends have committed to:
 - £1,000 library books
 - £200 Eco Awards
 - £100 mosaic tile materials
 - First Aid course fees, attended by B. Rawlings and H. Robinson

- K. Lugg added that the school has received £1,900 from Cardwell photography as commission on school photos and the family photoshoot. Last year, only £600 was raised.

5. Feedback on Festive Fayre

- C. Bartlett advised that the Festive Fayre raised £1,689, which was a £400 increase on last year.
- E. Irving questioned whether it had been worth sending raffle tickets home in advance of the event. C. Bartlett believed that we had benefitted from additional sales which outweighed the cost.
- It was commented that it felt crowded in the hall this year. K.Lugg advised that Friends would be able to use all Year 1 classrooms for the next Festive Fayre, which would increase space.
- E. Irving mentioned that the queue to get in was back to the gate. C. Dewey suggested the choir being outside to begin with to provide a distraction. C. Bartlett also suggested improving Grotto access for the first session at 3.30pm. It was also mentioned that there was some confusion on location of the choir.
- B. Rawlings felt that the Year 1 classroom worked better for the Grotto. There had been compliments on the cardboard trees. H. Robinson suggested that the Elves be better co-ordinated so that they could take breaks.
- E. Irving advised that 12 children were not able to have grotto slots. It was agreed that whilst this is unfortunate, there is no way to expand the grotto to accommodate further children.
- E. Irving advised that despite reaching out to other ethnic groups to be involved in the Festive Fayre, no response was received.
- H. Cooper suggested that a floorplan would be beneficial.

6. 100 Club

- Following approval by the Governors for Friends to run a 100 club, C. Bartlett has opened a separate bank account to receive funds.
- E. Irving advised Committee of the proposals that had been accepted:
 - Cost of £12 per year
 - Entrants over 18 years old
 - Limited to 2 entries per adult
 - Payment must be made in person or by cheque/standing order
 - Individuals can join at any point for a 12 month period
- It was felt that having people with different 12 month starting dates would cause additional work. H. Cooper suggested people joining part way through a 12 month period for a pro-rata period depending on the joining date.
- It was suggested that the 12 month period runs from March.
- The draw would be made on a Tuesday at Friends coffee morning, so that it is public with sufficient witnesses.
- E. Irving appealed for help in setting up the Club from members of the Committee. C. Bartlett confirmed she would provide support from a financial

perspective. E. Irving advised that she would speak with the Rotary Club to see if they held any material for their similar scheme, that we could use as a basis for setting up.

- H. Robinson queried whether anyone involved in administration of the Club would be excluded from taking part. This would not be the case.
- K. Lugg suggested that Friends could set-up a Paypal account to help with receiving funds. She also suggested setting up on the website.

7. Spring and Summer Term Events

- D. Wyatt advised that there had been lots of discussion at Tuesday morning coffee regarding events to be held in the Spring and Summer terms. D. Wyatt had produced a proposed list of events and shared with the committee.
- C. Ndupuechi suggested bag-packing as a good money raiser. In the past she had raised £800 for two hours of bag-packing. It was felt this could be a good way of getting children involved in the fundraising.
- The Cardwell's photo shoot was well received and another one was suggested for Mother's Day or the Summer Fete.
- There were a number of committee who are keen for Friends to do Christmas Cards. This would be investigated further. If we went ahead it would have to be organised early in the Autumn term.
- **School Garden Working Party – Sat 4th Feb** – T. Callaway-Sayce advised that someone was coming in to lay the mosaic tiles. J. Stephens advised that she would also be helping out and that her husband would be able to help with laying the tiles.
- T. Callaway-Sayce suggested opening up the garden for the Summer Fete. In the past we have not done due to Health & Safety issues, but there was a discussion around opening the garden for a specific activity with pre-booked time slots to reduce issues. This would be considered further when planning the Summer Fete.
- **International Book Day – Thu 2nd Mar** – Kids will be dressing up and Friends will be holding a cake, uniform and 2nd hand book sale. **Volunteers required.**
- **Mothers Day Event – Sat 25th Mar** – **Need volunteers** to help with craft and refreshments on the day and also baking cakes. H. Cooper volunteered to make cakes. E. Irving suggested the event was advertised more widely to the non-school community.

8. Playground Initiative Launch Week – 3rd-7th Apr

- A separate meeting will be set up to discuss in more detail as we ran out of time to discuss fully.
- K. Lugg advised that there were a number of different structures that we could choose from. It was suggested that a vote could be made by pupils in the school on the top 3 structures selected by school management team.

- T. Callaway-Sayce advised that she had asked her brother to design a logo for the playground initiative.
- It was suggested that we could set-up a crowd-funding page to raise additional funds, from the wider community.
- It was also suggested that we could apply to the Tesco bags scheme, where tokens are used to vote for projects to be given grants.
- H. Robinson suggested that pitching from a Special Needs perspective, promoting sensory aspects of new equipment could also encourage more support from those families impacted by Special needs.
- K. Heslop recommended that we are clear in communicating that funds being raised will be going towards a phase of equipment being replaced, rather than the whole.

9. AOB

- There was no opportunity to raise AOB as we ran out of time.
- **Future Meeting dates:**
 - Tuesday 7th March, 7.30-8.30pm, Location TBC
 - Friday 31st March, 3.20-4.30pm, Canteen
 - Thursday 4th May, 7.30-8.30pm, Location TBC
 - Friday 19th May, 3.20-4.30pm, Canteen
 - Wednesday 7th June, 7.30-8.30pm, Location TBC
 - Friday 7th July, 3.20-4.30pm, Canteen