



Friends AGM Minutes – 12/09/17

Item	Notes/Actions
1. Attendees	<p>Emma Courtman, Jemma Rudnicki, Mary Brophy, Jessica Wills, Fiona Feltham, Zoe Seed, Michelle Parfremment, Maria Packham, Jennifer Shadrach, Adele Forrest, Janine Ampstead, Jo Bright, Sarah Cole, Sarah Hubbard, Stephen, Ms Chaudhri.</p> <p>Welcome to all, especially those new to the school.</p>
2. Apologies	Christina Flynn, Sarah Khosravi,
3. Treasurer's Report	<p>Jessica provided an overview of the fundraising events and expenditure over the past year.</p> <p>Summary The big fundraising events for the school are:</p> <ul style="list-style-type: none"> • Christmas Fair and Silent Auction • Quiz Night • School Discos • Cinema Trip • Christmas Cards/Mugs <p>“Bag2School” and the “100 Club” are also minimal effort for a reasonable return.</p> <p>The Friends made some significant payments over the year. A large donation of £4000 towards new books for the library was made recently and a donation of £2600 was also made during the last academic year towards the cost of furniture for the reception classes and the cabin. The Friends also paid for the “Happy Puzzle” workshop and the “Circus Skills” workshop.</p> <p>Although the accounts for the year ending 31/8/17 show a loss of £1691 (largely due to the significant contribution towards the library books) this has been offset by reserves (now standing at £1408).</p> <p>Jessica will liaise with Peter Forrest to see whether he can look at the accounts again this year by way of an informal audit.</p> <p>Charity registration update – it is no longer considered necessary to pursue this in light of the forthcoming merger of the schools. The Friends of St Marys is already a registered charity.</p>
4. Friends Roles	<p>The following roles were discussed/agreed:</p> <p>Chair</p> <p>Emma and Gemma are stepping down from their role as joint chairs. A replacement chair or chairs is required. The Friends thanked both of them for all their hard work since taking over the role. Emma and Gemma</p>

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	<p>are happy to continue to act as administrators for the school's Facebook page (a check is made in relation to joining requests to ensure members are connected with the school).</p> <p>A volunteer(s) for the role of chair is urgently required.</p> <p>Secretary</p> <p>Mary Brophy is happy to continue.</p> <p>Treasurer</p> <p>Jessica Wills is happy to continue.</p> <p>Class Reps</p> <p>The following have volunteered to be Class Reps:</p> <p>Angelfish - volunteer(s) required.</p> <p>Starfish - Sarah Hubbard and Andrea Pratt.</p> <p>Seahorses- Sarah Cole and another volunteer required.</p> <p>Turtles - Maria Packham and Jennifer Shadrach.</p> <p>Dolphins - Zoe Seed.</p> <p>Whales – Fiona Feltham</p>
<p>5. £100 donation to each class – approval from Friends</p>	<p>Each year the Friends donate £100 to each class to spend on items that do not come out of the curriculum budget.</p> <p>Everyone agreed to continue with this donation.</p>
<p>6. Calendar of Events</p>	<p>Note – when planning dates we must ensure that we liaise with Colin, the caretaker, as he covers both Downs Way and St Marys. We also need to ensure a First Aider is present and relevant parties are aware of the procedure in the event of an accident and location of First Aid kit/accident book. We must make it clear that children are to be accompanied/supervised by an adult.</p> <ul style="list-style-type: none"> • Cake Sales <p>It was suggested that this year cake sales are run jointly. Dates are as follows:</p> <p>Whales/Dolphins: Pick-up Friday 20 October 2017</p> <p>Turtles/Seahorses: Pick-up Friday 9 February 2018</p> <p>Starfish/Angelfish: Pick-up Friday 25 May 2018</p> <p>(Prices – 40p each, 3 for £1)</p> <p>Action: Class Reps.</p>

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	<ul style="list-style-type: none"> • New Parents' Coffee Morning/Second hand uniform sale – Friday 22 September 2017 after drop off (with a further uniform sale after pick up). <p>Action: Mary to prepare poster and arrange for email to be sent out. Michelle and Mary to organise.</p> <ul style="list-style-type: none"> • School Disco - Saturday 4 November 2017 3pm-4.30pm <p>Christina and Mary to look into the possibility of obtaining a bar licence. Note – we will need more glow sticks. Volunteers for coffees/teas/hotdogs/door/bar required.</p> <ul style="list-style-type: none"> • Bag2School Clothing Collection <p>Action: Christina Flynn to organise, perhaps for a date shortly after October half term.</p> <ul style="list-style-type: none"> • Christmas Fair – Saturday 2 December 2017 2pm-4pm <p>This is the biggest fundraiser. A sub-committee will be required and each class will be responsible for organising a room/area.</p> <p>Christmas Fair Planning Meeting is scheduled for 7.30pm on Thursday 5/10/17 at The Old Bell, Old Oxted.</p> <p>MUFTI Day (Bottles): Friday 24 November 2017</p> <p>MUFTI Day (Cakes): Friday 1 December 2017</p> <p>Fair Set up: Friday 1 December 2017 after pick-up</p> <p>We should have enough Father Christmas gifts and craft supplies. The suggestion is to not have the books/toys stall this year as there were a lot of items left over last year.</p> <p>Action: Class Reps to approach parents regarding possible donations for silent auction. Jen (with support) to start the ball rolling to try and obtain local business donations for raffle/silent auction (we need to start this asap as other schools will be doing the same).</p> <p>Mrs Chaudhri to book Father Christmas.</p> <ul style="list-style-type: none"> • Christmas Cards This is a good fundraiser but there are strict deadlines. <p>Action: Mary to contact organisation used last year (Rudolph Cards) to check on deadlines and prices and liaise with school to organise this.</p> <ul style="list-style-type: none"> • Nativity Photos <p>The Friends organise photographs of groups of children in the nativity plays and sell for £1 per photo.</p> <p>Early Years</p> <p>Dress Rehearsal: 7 December 2017</p>

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	<p>Performance: 8 December 2017</p> <p>Years 1 & 2</p> <p>Dress Rehearsal: 12 December 2017 Performance: 13 December 2017</p> <p>Action: Kate York kindly took photos last year. Fiona to ask whether she would be willing to do so again this year.</p> <ul style="list-style-type: none"> • Oxted ADVENTure Tuesday 19 December 2017 (6pm-7pm) <p>The school participates in this local Christmas event and the Friends provide refreshments for those attending.</p> <p>Action: Volunteers required for refreshments.</p> <ul style="list-style-type: none"> • Cinema Trip: Date TBC <p>The January date worked well this year.</p> <p>Action: Sarah Khosravi and Zoe Seed to organise.</p> <ul style="list-style-type: none"> • Quiz Night – TBC (possible date of 21 April 2018) <p>Action: Mary and Christina to organise.</p> <ul style="list-style-type: none"> • Oxted Carnival – 7 July 2018 <p>As soon as the theme is announced we need to submit our entry and a committee will need to be formed to organise the school entry starting as early as possible.</p> <ul style="list-style-type: none"> • 2018 Pram Race <p>It may be nice to organise a school entry to mark the end of Down Way school.</p> <ul style="list-style-type: none"> • End of Downs Way party – date TBC (potentially 1 July 2018) <p>It would be good to celebrate the end of the Downs Way era by holding a summer party with invitations going out to current and past pupils.</p>
Easyfundraising	<p>This is an easy way of getting cash back for the school for online purchases. Christmas is a particularly good opportunity to raise funds in this way.</p> <p>Action: Class Reps to try to drum up more participants. Zoe to prepare a flyer to issue to parents.</p>
100 Club	<p>Claire Harris has been running the 100 Club. This should be advertised to new parents.</p> <p>Action: Emma to check whether Claire Harris is happy to carry on running this.</p>
7. AOB	No items.

Next Meeting: Christmas Fair Planning, Thursday 5/10/17 7.30pm at The Old Bell, Old Oxted.