



Friends Meeting Minutes -20/03/17

Attendees: Jemma Rudnicki, Mary Brophy, Emma Courtman, Janine Ampstead.

Apologies: Adele Forrest, Zoe Seed, Sarah Parker, Jessica Wills, Mira Percy, Michelle Parfremment, Lucy Luscombe, Maria Packham, Jen Shadrach, Mike Pitt.

Item	Notes	Actions/Who
1. Chair Role	Unfortunately Debbie has had to stand down due to work commitments. The Friends would like to thank Debbie for all her hard work over the last 6 months. Emma has kindly agreed to take over from Debbie for which we are very grateful.	
2. Quiz	This will take place on Saturday 22 April. Posters have been prepared and flyers will go out in book bags this week. Deep Blue has confirmed it can provide fish & chips and the license for the bar has been submitted.	Mary/Christina to organise. Mary to check with Ms Chaudhri that a microphone will be available on the night. Class Reps to advertise and encourage parents/carers to support this event.
3. Cake Sales	There will be a "Red Nose Day" cake sale after pick up on Friday 24 March.	Class Reps to ask for cake donations.
4. Easter Egg Hunt	This is organised by the Friends and will take place after the Easter assembly on Friday 31 March. The cardboard eggs for the children to collect have been prepared by Debbie and will be passed on to Class Reps. Chocolate eggs have been bought (an alternative will be bought for those that cannot eat chocolate). Cardboard eggs to be hidden before assembly with the hunt taking place immediately after the assembly.	Jemma to buy sweets and check with the school which children are unable to have chocolate. Class Reps to organise the egg hunt.
5. Happy Puzzle Co.	The Friends have agreed to pay for the Happy Puzzle Co. to come to the school.	Jemma to discuss possible dates with Ms Chaudhri.
6. Friends/Class Reps Photos	Photos of Class Reps and those holding Friends roles to be emailed to the Friends so that the notice board and website can be updated.	Class Reps/Chairs/Secretary/Treasurer to email photos to Friends' email address.

Item	Notes	Actions/Who
7. Carnival	The Oxted annual carnival will take place on Saturday 1 July. The theme is “Horrible Histories” and Downs Way has secured “Blitzed Brits”. Emma is co-ordinating the preparations for this. The first meeting took place last Friday. Initial thoughts are that Reception children could be evacuees, Year 1 pilots and Year 2 Londoners/Home Guard/Land Army. A Vera Lynn and Churchill would also be nice! Parents/carers have been asked to return slips confirming whether their children wish to participate by 24 March. We will need donations of cardboard (small and large boxes) and newspapers as well as 2 – 4 old buggies that can be used as a chassis. Simon has agreed to provide the music.	Emma to co-ordinate preparations and to arrange for a donations box to be put in reception after Easter.
8. Wildlife Garden	Any work required to the wildlife garden needs to be organised by the Friends; the possibility of running a garden design competition (for the children) was discussed and the possibility of buying some seating.	Jemma/Emma to discuss with Ms Chaudhri.
9. Treasurer’s update	<ul style="list-style-type: none"> • The recent disco raised £520 pre expenses • Teachers’ classroom fund has now been paid • £1000 has been received from the “100 Club” • Balance on the account is currently £4100 	
10. AOB	The possibility of running a summer event, for example a family picnic with games, was discussed.	Jemma/Emma to discuss with Ms Chaudhri.

Date of next meeting – Wednesday 26 April, 8 pm at The Old Bell, Old Oxted.