



Friends Meeting Minutes – 10/11/16 (incorporating updates from Christmas Planning Meeting 23/11/16)

Attendees: Debbie Cope, Jemma Rudnicki, Mary Brophy, Adele Forrest, Christina Flynn, Emma Courtman, Andrea Pratt, Michelle Parfremment, Sirish Gurung, Janine Ampstead, Jen Shadrach, Zoe Seed.

Apologies: Sarah Selwood, Jessica Wills, Mira Percy, Louise Garrett, Lucy Luscombe, Sarah Parker, Lisa Hickling, Kate Lloyd, Sarah Jones, Maria Packham.

Item	Notes	Actions/Who
1. Children's Disco	This was a great success and we raised over £600. Thanks to all who helped to organise and those who came along to support this event on the day.	
2. PTA UK	We are now members of this organisation.	
3. DropBox	The new DropBox folder has been set up and all files from the previous folder copied over. Anyone with access has deletion rights so care needs to be taken not to inadvertently delete information.	
4. School Facebook page	This has recently been set up. Anyone wishing to join the group must confirm they have a child at the school.	
5. Class Contact Lists	We have been advised by the school that class contact lists cannot be provided by the school; clarification will be sought as to the reason for this.	<i>Update - the position has now been clarified with Mrs Chaudhri. For Data Protection reasons and in accordance with the school's Privacy Notice the school is unable to issue class lists with details of parent/carers names and contact details. If details are required for the purposes of a class contact list these can be compiled by Class Reps provided the prior express consent of parents/carers to the provision and sharing of this personal information is obtained. Any information obtained in this way must only be used for the specific purpose for which consent has been provided. Class Reps to note.</i>

Item	Notes	Actions/Who
6. Easyfundraising	Christmas is a great time to use this relatively simple tool to raise funds for the school.	Class Reps to remind parents/carers.
7. “Bag2School” Clothing Collection	This has been arranged for 29 November. Collection bags will be distributed before the collection date. There are 2 bags of clothes in the shed that can be included in the next collection. We need clean adults and children's clothing, paired shoes, hats, belts, handbags, ties and soft toys. NO bedding, towels, household linen or bric-a-brac.	Christina to arrange.
8. Christmas mugs/bags	We missed the deadline for organising Christmas cards but we are probably still in time to order mugs/bags. One company is offering mugs at £7 with £1 going to the school. It was considered that mugs might be better as they make nice presents; perhaps bags could be considered for the end of the year for leavers. Oxted Pre-school has used a company that may have a better school fundraising contribution.	Mary to enquire of Oxted Pre-school and arrange. <i>Update – order for mugs/cards has been placed with Rudolph Cards raising over £300.</i>
9. Second hand uniform	This needs a sort out. We should get this out at every opportunity, for example, nativity shows, cake sales, Christmas Fayre. Maybe we could have a sale after school on a Friday in the cabin every few weeks.	Michelle and Gemma to sort the uniform and arrange a date for an after school sale. <i>Update – sale held on 21 Nov. We urgently need more donations of logo items.</i>
10. Christmas Fayre Update	<ul style="list-style-type: none"> - Father Christmas is booked and the Grotto will be in Dolphins classroom. - Set up can take place from 3.15-5.45 on Friday 2 December or from 2.30 if we prefer but the afternoon assembly will need to be rearranged. The earlier start time was preferred. Ms Chaudhri will open up on 1pm on the day of the Fayre. 	Emma to arrange decorating the Grotto. Class Reps to ask parents/carers if they are able to donate any decorations for the Grotto. Mary to buy gift for Father Christmas and the Elf. Mary to confirm set up time with Ms Chaudhri. <i>Update – set up from 2.30pm on the Friday, from 1pm on the Saturday. Mary to check with school that we can put a dvd on for the children after school on Friday to entertain them while hall being prepared.</i>

Item	Notes	Actions/Who
	<ul style="list-style-type: none"> - Surrey Catering Services consent required for use of kitchen for refreshments. - Licence for sale of mulled wine. Sirish has obtained the relevant form from the council. - Yr 2 Jingle Bell Barn choir to open Fayre at 2pm. - Advertising poster. - Collection boxes have been placed in reception for donations to be dropped off. 	<p>Debbie/Gemma to submit the form.</p> <p><i>Update – consent has been obtained.</i></p> <p>Sirish to arrange license. Christina to provide Sirish with a copy of the most recent license application.</p> <p><i>Update – license has been arranged and Sirish will have the paperwork with her on the day of the Fayre.</i></p> <p>Jemma to enquire as to possibility of Morrisons donating mulled wine (and maybe chocolates for baubles being made in craft room).</p> <p>Mrs Laird to organise.</p> <p>Mary to check with Ms Chaudhri whether school arranges for copies for children to colour.</p> <p><i>Update – posters have been issued to children. Fayre has been advertised in local publications and posters placed on notice boards.</i></p> <p>Class Reps to issue further plea for donations.</p> <p><i>Update – flyer has been prepared by Zoe requesting donations and help which can be sent out by class reps. Debbie to organise list</i></p>

Item	Notes	Actions/Who
	<p>Updates from meeting 23/11/16 (Attendees: Mary Brophy, Debbie Cope, Jemma Rudnicki, Adele Forrest, Christina Flynn, Emma Courtman, Michelle Parfremment, Jess Wills, Zoe Seed, Fiona Feltham, Bonnie Grover, Maria Packham and Sarah Khosravi):</p> <ul style="list-style-type: none"> - Further plea for volunteers required for set up on the Friday afternoon and on the day (to include clear up). Help also needed to wrap cakes after drop off on Friday 2 December. - Teddy tombola to be on an “everyone’s a winner” basis. - If we can keep track of visitor numbers on the day and amount made per stall that will be useful information for planning purposes in future years (to be added to Dropbox). - Sarah to organise updated photos of class reps/committee role holders for Friends Board and school and Friends websites. - The school has asked if the Friends can fund the following at an estimated cost of £2000-2500: <ul style="list-style-type: none"> - screen dividers for the cabin so that the spaces can be flexible - smaller teaching areas, whole class, etc. These are sectioned, on wheels and concertina for compact storage. - in EYFS bright, clean new storage & work units as well as new resources that would develop children through creative & guided play. 	<p>of starting prices for silent auction items and to circulate flyer via book bags to stimulate interest.</p> <p>Class Reps to ask for more volunteers and donations (especially sweet jars and secret room gifts). Mary to buy cellophane and ribbons for cake wrapping. Maria to buy refreshments including mulled wine and mince pies (and insulated cups). Jess to arrange cash floats. Jemma to provide raffle books for tombolas etc.</p> <p>Sarah to organise photos.</p> <p>Approved by the Friends.</p>

Item	Notes	Actions/Who
	- in the cabin & Learning Zone quiet spaces, rugs, cushions/bean bags, small tables.	

Date of next meeting – Wednesday 11 January 2017, 8 pm at the school.