



Friends Meeting Minutes – 16/06/16

Attendees: Caroline Robertson, Sarah Jones, Mary Brophy, Adele Forrester, Louise Garrett, Michelle Parfremment, Sarah Selwood, Christina Flynn, Emma Courtman, Fiona Feltham, Mira Percy and Andrea Pratt .

Apologies: Maribel Skelly, Kate Lloyd, Jennie Sexton.

Item	Notes	Actions/Who
1. Sports Day – Friday 24 June 2016	Unfortunately we did not have enough volunteers to run the proposed bbq. Perhaps next year the Friends can organise a summer event for parents.	
2. New Parents Evening – 22 June 2016 7pm	This is a great opportunity to introduce the Friends of Downs Way to new parents. The Friends will provide teas and coffees and the second hand uniform will be available for sale.	Michelle to run the second hand stall. Fiona and Sarah Jones to help with refreshments. Emma/Louise to introduce the Friends.
3. Settling in session - 5 July 2016	The Friends will provide teas/coffees for new parents while their children are attending the settling in sessions.	Michelle will get the second hand uniform out. Refreshments cover as follows: Michelle/Louise – morning Mira – 10.30-11.30 Cath – 1.15-3.15 Kate – 2.15-3.15 Sarah Jones – afternoon
4. Carnival	Each class will have 5 children representing the 5 main characters; the other children will be dressed as spooky characters. Rory and Stephen have done a great job making “The Mystery Machine”; this now needs to be painted and we will be calling on those who have indicated a willingness to help with this. The children have been busy making masks in class. Parents accompanying the float will also need to be suitably attired.	Class Reps to chase parents for Halloween outfits to be donated for use at the carnival (named so that these can be returned).

Item	Notes	Actions/Who
<p>5. Wildlife Garden clean-up 9 July 2016 from 9am</p>	<p>A date for the general clean-up has been set. This was a great success last year with lots of parents helping – a lot was achieved in a morning and we hope to do the same this year. The children enjoy time in the wildlife garden as part of their learning and maintenance is of benefit to all the children. The damage to the garden/pond from the neighbouring development works is not as bad as originally thought – newts and other forms of wildlife have been spotted! A poster advertising the event has been prepared.</p>	<p>Class Reps to drum up support.</p>
<p>6. Downs Way Ball 2017</p>	<p>A couple of dates have been suggested for this – 4 or 25 February 2017. Mira has done a great job researching possible venues and prices. Coltsford Mill is a possible venue (£500 venue hire with a hot buffet from £25pp). It was agreed that we will consider further once we have a breakdown of the likely costs of the evening so that we can gauge likely ticket price and profit margins as this will be a fundraising event.</p>	<p>Mira to provide further detail on likely costs. Sub-committee of volunteers will be required if this is to go ahead.</p>
<p>7. AOB</p>	<p>Second hand uniform – it was suggested that it might be a good idea to get the uniform out on a regular basis every few weeks and maybe this could be manned on a rota basis.</p> <p>School Disco – this is an “easy win” in terms of fundraising but we only managed one this year. It would be good to get two in next year, ideally the first in the autumn term before half-term.</p> <p>Circus Skills – it was not possible to fit this in this term but hopefully this can be booked for the autumn term.</p> <p>“100 Club” – Claire Harris has done a great job running this; in the absence of a willing volunteer to take this over Claire is happy to continue with this since, although her son will be leaving the school this summer her daughter will hopefully be attending the school in a year’s time.</p> <p>Accounts update – as at 24 May 2016 the balance in the account was £2174.95. Thanks to Sarah Jones for her continuing hard work as treasurer.</p>	<p>Michelle is happy to trial this. Yr2 Class Reps to send a reminder to those leaving this summer to donate leavers’ uniform. To be discussed nearer the time.</p> <p>Emma to liaise with school with a view to booking this in.</p>

Date of next meeting - TBC