



Friends Meeting 24/05/2018



Items discussed

Meeting attendees:

Donna Barker (DB)
Emma Batchelor (EB)
Helen Coombs (HC)
Vicky Crocker (VC)
Rebecca Finlay (RF)
Helen Groves (HG)
Floortje Hoette (FH)
Georgina Solley (GS)
Carey Tucker (CT)

Christmas cards (supplier – IQ Cards)

Timings for the 2018 Christmas cards were confirmed as:

- Deadline for submitting Christmas card design and order form – Friday 19th October
- Pick up of Christmas card forms by IQ cards from the school office – Tuesday 30th October
- Printed Christmas cards delivered to school – Wednesday 5th December

It was agreed that the school would dedicate one art class to helping the pupils design their Christmas cards, which pupils from Upper School will need to finish at home.

Sports Day – Nursery, June 18 Main school, June 21

VC asked for help in running the sports day, including providing breakfast baps at the nursery sports day.

FH to liaise with Mr Clark and the school to acquire a suitable freezer for use at the sports days and summer fair.

The Friends will provide offer teas and coffees and other hot drinks at both sports events. It was also agreed that the Friends would borrow a Nespresso machine from FH to trial higher quality fresh coffee product to test whether or not this would be a viable product to offer at future events.

Summer Fair – July 1

EB apologized for not having had time to put together an action list for the Summer Fair. Stalls will include: go carts; bouncy castle; Sumo suits; test your strength; fade painting; falconry experience; tug of war; produce tent; BBQ; Forrest School; raffle; house stalls.

It was decided that, as profits from Friends' tea and coffee sales yielded a much higher profit margin than outsourcing to the Bean Man, the Friends would again provide the teas and coffees and other hot drinks for the Fair.

VC/FH to liaise with Mrs Grinstead to ask if she would be willing to donate ice-creams again this year for sale at the summer fair. EB to supply Earl Grey tea bags.

EB/VC to put distribute an action plan/list for the fair and Friends group to enlist volunteers to help man the stalls etc.

Updates so far:

- EB to apply for temporary event license to sell alcohol at the fair
 - Raffle prizes are being coordinated by Rebecca Smith, who managed to procure some great prizes. FH to approach The Dog in Wingham for a prize.
 - VC/EB to put together event programme for printing and
 - VC confirmed the following external stalls have been booked for the fair
 - Sheep ahoy
 - Falconry (from Quex Park)
 - Inflatables (Sumo etc.)
 - Hoopla
 - DB to try to secure pony rides for the fair
 - HG to liaise with the Hawking Centre to try to book an Archery activity for the fair
 - HG to liaise with the Rock Choir to ask if they would like to attend the fair
 - FH confirmed that Chef Paul has agreed to source coconuts for the coconut shy stall
 - FH to purchase rubber Ducks for the hook a duck stall as previous ducks have been discarded
 - Volunteers needed to conduct a stock take of the Friends' shed
 - Volunteers needed to man the BBQ at the Fair, and to include vegetarian offering (such as Halloumi?)
 - Friends to consider sourcing additional food options, such as Pizza, French fries, baked potatoes etc.
 - Wet weather contingency to be discussed at the next meeting
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Accounts

FH informed the group that it is not possible to register for a full online banking account with the current Nat West bank account as it is a special type of account designed for organisations such as PTAs – we would be able to check statements online but would not be able to do online bank transfers. It is possible, however, to register for a bank debit card, which would not charge fees. It was agreed that this would be the best way forward.

FH to liaise with the bank to set up the debit card service.

FH raised the possibility of using a token-based system for use at Friends' events, such as bonfire night and the Christmas and summer fairs. The idea is that pupils/parents will purchase wooden tokens in advance of the events, which can be used instead of cash for purchasing food/drink/goods at the Friends-operated stalls. This would eliminate the need for FH to cash large amounts of cash between school events and the bank, which poses both a health risk (coins are heavy) and a security risk (carrying large amounts of money in a bag/backpack). Using tokens would also help improve cash flow and potentially encourage more spend at events.

The merits of using cash, including the educational benefit gained by children handling and counting money was discussed and some members said they thought that this sounded good in theory but was not sure it would work in practice and whether or not it would significantly affect sales.

FH to explore cost of purchasing wooden tokens for discussion at a future meeting.

Year group photos

EB to arrange year group photos. EB to contact Sam Dibb-Fuller and liaise with the school office re: availability of pupils.

100 Club

FH confirmed that three extra trumpets have been purchased for Mr Ainsworth to use in the music department and there more are to be bought. 16 headphones have also been purchased for the IT suite.

GDPR

HG flagged that there could be issues with the ability for Friends to send out information letters to parents and pupils via the school office, due to incoming GDPR privacy and data protection legislation. HG to discuss with Julie Haywood.

Implications of the GDPR legislation on the ability of the Friends group to continue sending emails to the group was discussed. Given that no personal data is held on members of the Friends and that everyone on the list had originally given consent for Friends news and updates, that no action should be necessary. It was agreed, however, that all emails going forward would include a reminder that people can unsubscribe from Friends' emails if they would like to.

AOB

HG agreed to upload all future minutes from Friends' meetings to the Friends' page on the school website.

Next meeting date

Friday 15th June, from 8am at the School
