

**The Friends of Palace Wood
Committee Meeting
Monday 17th July 2017 – 7:30pm**

Present:

Vicki Gibbons – Chair, Natasha Davies – Vice Chair, Wendy Hartley – Treasurer
Angela Pearson, Abbie Perks, Nicola Peen, Claire Ashby, Sadie Jones, Lauren Chilton, Jo May, Lauren Sykes, Mark Lower, Anita Stewart, Clair Watts, Mr Chatley

Apologies:

Sharon Goodwin, Sam Best

1. Introduction

VG thanked everyone for coming to the meeting, she explained that she and ND are taking over the running of the Friends from CW who is stepping down as Chair at the end of this term. VG thanked CW for all her hard work and what she has helped the Friends achieve for the school.

VG explained that her and ND have been friends for 9 years and are very excited about their vision of what the Friends can achieve for the School. VG stated that she would like us all to work together as one big team; including the committee, other parents, Grandparents, Aunties, Uncles, teachers and children. We would like everyone to do as much as they can.

2. Contact Details

A sheet was passed around for everyone to fill in their contact details and these will be used to send out minutes and disseminate information on key dates and activities.

3. 2nd Hand Uniform Shop

VG & ND would like to resurrect an idea that CW had, by running a 2nd hand uniform shop. It has been agreed with Mr Chatley that this will not commence until the end of the 1st term / early 2nd term to ensure that the school has ample opportunity to sell new uniform. Can all donations of uniform please be placed in the bike sheds, in a carrier bag labelled uniform. This can include all items of school clothes including coats, trainers, plimsolls and football boots. Volunteers are needed to wash and hang up the donated uniform

ACTION POINT – VOLUNTEERS NEEDED FOR SORTING, WASHING AND HANGING UNIFORM

Any donated uniform that is not good enough to be sold will hopefully be used to make memory bears, bags and other items that can be used as keepsakes and sold to raise extra profits.

ACTION POINT – VOLUNTEERS NEEDED WHO ARE GOOD AT SEWING TO MAKE ITEMS

4. Family Fun Evening

VG & ND are planning to run a Family Fun Evening on Friday 22nd September. Acorns event will take place from 3:45-5:30pm and Oaks event will take place from 6:30-8pm. This is an event for parents and children to take part in together.

Mrs Wallace has already volunteered to help run the Acorns event, however more volunteers will also be needed to make these events a success.

ACTION POINT – PLEASE LET CA KNOW IF YOU ARE ABLE TO HELP AND WHICH SESSION YOU WOULD BE WILLING TO HELP AT.

Games will include – Guess the character (easier ones for KS1 – Fireman Sam etc), Beetle drive (roll a dice to make a beetle, the first person to get all their parts will be the winner), Bingo (picture bingo for KS1 as they may struggle to recognise numbers), Heads and Tails.

The cost of the evening will be £2 a ticket for an adult and a child if bought before the evening, £2.50 on the night. We will be running the tuck shop and there will be a break in proceedings for the tuck shop.

5. Woodstock

Due to the weather the original date for Woodstock had to be postponed. A new date and a new format has been suggested. It has been suggested that instead of a band and BBQ we will have an outdoor disco, run by the same man who runs the school discos. This was unanimously agreed as a great idea and it was agreed that it will take place on Saturday 16th September from 3pm – 7pm. The afternoon will start with a rounders game with Mr Chatley taking on Miss Ridout, with the disco taking place from 4pm – 7pm. ND will arrange the setting up of the stage for the DJ with Mr Stocks.

A discussion was held on whether we should serve food and it was agreed that we would not have a BBQ or bar set up as this requires too many volunteers, in previous years they BBQ has not made a huge profit either. Roy's Ice Creams will be there to serve ice creams and Keisha will be able to set up her Tapas street food if people want to purchase from her. Both Roy and Keisha will make a donation to the school.

Tidying up is always an issue and seems to be left to the same people; Mr Chatley agreed that we can offer team points to people who help tidy up. SJ mentioned that Miss Cackett has a tidy up Rhumba song that penguins love. It was suggested that the DJ may be able to play this and everyone can help to tidy up.

We discussed the charging policy for Woodstock and how we can make it accessible to all people. It was agreed to leave the charges as previous years; £3 for adults and £1 for primary aged school children. There is to be no unaccompanied children.

Additional stalls that will require volunteers are; Lucky Dip, Bus Stop cards and Football club cards. We will also need the gate manned from 3pm until 5pm. After 5pm a note will be put on the gate asking people to pay at the DJ and a collection bucket will be put by him.

ACTION POINT – ALL VOLUNTEERS TO LET CA KNOW IF THEY CAN MAKE IT AND WHAT TIME THEY WOULD LIKE TO HELP.

6. High Five Challenge

Mr Chatley explained that the projectors and the white boards that are in all the classrooms were purchased 2nd hand when we bought them 5 years ago. They are now past their best and the school would like to equip each classroom with a new hi-tech touch screen like the one in Acorns hall. There are two ways that the school can do this; either a replacement programme buying them outright or a lease scheme where we will lease them over the next three years. The new screens will half the maintenance and consumable costs. Everyone agreed this was a great idea and the Friends would like to support this initiative.

SJ agreed to have a look into a STEM grant for whole school from the Royal College. The project needs to be science focussed and we may be able to get up to £5000 of funding from that. WH stated that we do have £10,000 in the bank account which will enable us to have a buffer against current fundraising initiatives.

VG explained that one of the main ways that we were looking to raise this money was via the high five challenge. The first part of this has been sent home with the children to do over the summer holidays. They have been given an A4 sheet with pictures of coins attached to them, the children are to complete tasks around the house over the holidays for coins to stick to their High Five Challenge sheet. All children who send a form back will be entered into a draw to win a small prize.

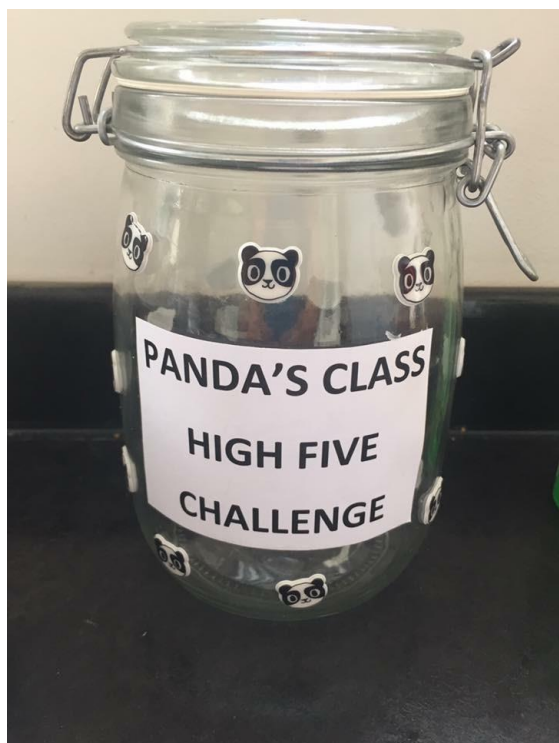
From September each class will have a High Five challenge jar in their room for the children to place their new challenges in along with the money. For example "Jake sold some of his toys to his Cousin Alan" and he can put 50p in the jar. It doesn't matter how small or large the donation is. On a Thursday the challenges and the money will be collected and added up. On Friday during excellence assembly Mr Chatley will draw out 5 children who have taken place in the challenges that week to win a small packet of sweets.

In addition each Year group will have their own enterprise challenge to raise funds. This can be anything from a cake sale to a book sale. All other years will be invited to join in the challenge. The money raised will be split with 50% going to the school and 50 % being kept by the year group to spend how they wish. The enterprise will take place on Week 4 of each term, starting with Year 5 in Term 1 and progressing down the school. The class that raises the most money will win an end of year non-uniform day.

Volunteers are needed to decorate the jars for each of the classes, to be ready on the first day back in September. The following people volunteered to do the jars:

ACTION POINT – VOLUNTEERS FOR EACH CLASS HIGH FIVE JAR AS FOLLOWS:

NICOLA – BEARS SADIE – MONKEYS ANGELA – TIGERS ABBIE – ZEBRAS CLAIR – CROCODILES
ANITA – PANTHERS LAUREN C – LIONS WENDY – LEOPARDS MARK – HIPPOS & RHINOS
LAUREN – GIRAFFES, ELEPHANTS AND PENGUINS



7. Christmas

VG explained that there are a few options for the Christmas Fair this year. Mr Chatley and the committee agreed not to run an after school fair this year due to concerns for health and safety. Mr Chatley explained that at his old School the Christmas Fair was held during the day with the children buying tokens to take part in the different stalls and activities. WH stated that this would limit the amount you are able to raise.

VG asked for peoples opinions on holding the Christmas Fair on a Saturday afternoon and then going onto a carol service where each year group would be able to sing a song from their Christmas play so it was not so much to organise. ML suggested limiting the amount of indoor stalls and activities to encourage more people to go to the outside carols. The committee will discuss options further in September.

8. Disco Dates

The following dates haven been booked for Oaks Discos: 13th October, 1st December, 27th April, 9th February and 6th July. All discos will take place from 6:30pm – 8pm. It was asked if the discos can be moved to earlier but this is not an option as the after school club use the room and toilets until 6pm.

ND asked people for their opinions on offering a hot dog for the children at the disco to purchase or to include it in the price of the ticket. It was agreed that we would offer hot dogs but they would be to purchase for a £1. The tuck shop and raffle will run as normal.

VG and ND asked for a volunteer to come forward and organise the discos for the Friends. WH has a sheet explaining how to run the discos and what is required.

ACTION POINT – PLEASE CONTACT CA IF YOU WOULD LIKE TO VOLUNTEER TO ORGANISE THE DISCOS.

We would also like to run an event for Acorns so they also feel included; can all members of the committee please have a think of what they would like to do and we can discuss this further at the meeting in September. Suggestions made at this meeting included an Easter Egg Hunt and a Film Night.

9. Secretary

VG explained that a new Secretary was needed for the Committee. CA has been taking notes at tonight's meeting, but would anyone else like to volunteer to be Secretary. Nobody else came forward. A unanimous vote was taken and Claire was voted at the new Secretary of the Committee.

10. Any Other Business

ND explained that we are going to look into being a nominated charity for the token collections in both Waitrose and Tesco. It can take up to 6 months to be selected as a Waitrose charity. ND has the forms and will fill them out and see what happens.

AS suggested that it would be a good idea to have a class rep for the Committee for each class. This will help teachers, children and parents to organise the high five challenge and other activities during the year.

ACTION POINT – IF YOU WOULD LIKE TO VOLUNTEER TO BE YOUR CHILDS CLASS REP PLEASE LET CA KNOW AND SHE WILL BE ABLE TO GIVE YOU FURTHER INFORMATION

AS asked if we are planning to host a Macmillan Coffee Morning again in September. Everyone agreed that this was a great idea and AS agreed to organise this with help from the Committee.

CA mentioned about Raloo, which is a pay per click idea for fundraising, supported by the PTA Association. VG asked CA to look into this further and report back to the September meeting.

11. Date of Next Meeting

The next meeting will be held on Monday 11th September at 7:30pm in the music room at School.