

Friends of Drayton Community Infant School
Meeting of 24th January 2012, @ 9am

Present:

Anna Gant	Emma Storey	Karen Wyatt	Rachel Anderson
Emma Nobbs	Cheryl Stone	Becky Chick	Lindsay Walker
Donna Cann	Jo Cooke	Matthew Blake	Debbie Blake
Sarah Halliwell	Nikki Buck	Mel Coleman	Denise Keeler
Donna Brown			

Apologies:

Laura Besenzi	Clare Mander	Cath Hesteltine	Jane Dennis
Louise Hunter	Kirsten Barber	Michele Bailey	Rob Holland

Not Present:

Sara Atchoarena	Hannah Joslin	Derrick Joslin
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Minutes of last meeting & matters arising:

- Minutes were agreed to be a true reflection of the meeting.
- All previous minutes and agendas are stored in the pigeon hole, in the office.

Outstanding Actions

- Bank account to be finalised - Emma N /Anna
- Bookers account to be sorted once bank account is completed - Emma N /Anna
- Tick sheet for the cake sales - Jane
- There are a few calendars left, should anyone want one.

Treasurers Report

- Updated accounts are attached with these mins.
- Outdoor classroom will be completed by Easter.
- Balance after the purchase of classroom, and including the profits from school disco and Yellow Moon, will be £906.67. Grant will also be added to account, to repay costs, if successful.
- ACTION - Cath to circulate Treasurers Report, prior to meetings, to allow members to go through prior to meeting.

Constitution & Charity Commission details

- Thank you to all for providing the necessary details to bring up to date.
- There are two outstanding, which Anna is chasing.
- Everyone needs to read the constitution, which is stored in the pigeon hole in the office. ACTION - Anna to provide a sheet, for signing, once you have read it.

Class Reps & Co-Ordinator

- ACTION - Anna to speak to Mrs Wyatt, to see about getting photos of the class reps on the notice board
- Updated class rep list to be updated and sent to Co-Ordinator and school Secretary

Cake Sales

- Cake sale on Friday.
- Anna to put a rota for help with the cake sales - including set up, refreshments, clear up and sales of cakes after the cafe

Grant Applications & Outdoor Classroom

- Anna, Emma N, Cath and Jane have applied for 2 grants - Geoffrey Watling and Tesco Charity Trust. Both applications are for £2.5k and are for the outdoor classroom/playground markings.
- The Friends will put the balance in - cost of the classroom is approx. £5k. The balance from successful grant applications will go towards the playground markings.
- The classroom will go ahead before we know if we have been successful with either of these applications (don't know time scales on when we might hear)

Future Fundraising

- Pancake party - separate meeting scheduled for Monday 30th Jan). We need Food Hygiene certificate for pouring the batter. Jo and Denise to help at the event on 21st Feb. Will be sweet pancakes only.
- Race Night - date agreed to be 27th April.
- Summer Fayre - 13th July. Further meetings to be scheduled to plan event. This will be the event that we get sponsorship for.
- Easter Egg Hunt - 24th March. Decorated envelopes will be required. ACTION - Karen to advise dates when these can be completed within class time, with the help of class reps.
- Jubilee - council are proposing to give all children a mug. If this is not the case, the Friends will find something to give each child. Also looking into providing decs, crackers, party hats etc.

Any other business

- 127 children at last disco - need to ensure that there is enough people manning the doors and escorting the parents around the school, to ensure there are no issues.
- Donna B advised that she is a photographer and would be willing to assist, if required.
- Norwich Studio dates - 24th March, as the Easter Egg Hunt. Denise to book the date for October as well, and advise.
- Bags to Schools - these will go out w/c 6th Feb.

Date and time of next meeting:

- Next meeting is on **Tuesday 6th March at 7pm**, in the **staff room**.