

**Friends of Drayton Community Infant School**  
**Meeting of 21<sup>st</sup> January 2014, 7:00pm staff room**

***Present***

Louise Hunter,	Sarah Halliwell,	Clare Bates,	Donna Brown,
Laura Besenzi	Cheryl Stone,	Rob Holland,	Claire Mander ,
Claire Chilvers	Lindsey Rose ,	Phillipa Martinez,	Nikki Buck,
Melanie Coleman	Kirsten Barber,	Heather Wilkinson,	Tracey Bunn,
Sarah Catten			

***Apologies***

Angie Crocker	Becky Chick	Nicola Hallett	Sarah Taylor
Kerri Tondelier	Charlene Nicholls	Dan Nicholls	Rachael Matthews

***Minutes of last meeting and matters arising***

Amendment - Claire Mander was noted as absent but was actually present.

***Treasurers Report***

- Treasurer's Report supplied by Kerri who's still acting as Treasurer until appointment of others can be put in place.
- Ink cartridge collection has now stopped. Currently a new procedure for recycling lead by Ian Smith.
- Last two discos in September and December made a total of £264.63
- Spree books made a total of £364.00 . This is to be checked to ensure the right the right amount?? Denise Slaughter is to be included as a committee member to ensure sure she is covered.
- Yellow moon code to be added onto the website so people can order anytime from website and contribution still going to the school.
- Treasurers report attached
- Total Income £3761.21 Currently bank account balance at £7098.17
- Fireworks expenditure to be checked as correct ? £2700.0 Kerri has confirmed that this is the correct expenditure figure for the fireworks.

***Constitution & Charity Commission***

- details to be finalised
- All committee members were asked to ensure their details are correct as trustees of the charity

friends of DCIS

### ***Cake Sale(s) –***

- Next cake sale Squirrel Class Friday 24<sup>th</sup> Jan – Cheryl Stone organising. Any Friends available to help with refreshments would be appreciated.
- Rabbit Class Cake Sale Friday 21<sup>st</sup> March – Jo White & Hannah Pratt. Again request for friends to help out with refreshments, to cover help

### ***BBQ Storage Update***

- Dan & Charlene are likely to store the one shared by us and DJS at some point this year...
- It was felt that it should be stored with someone with direct contact with DCIS
- A number of other offer of storage were made.
- Melanie to discuss with Carol Cook, Chair of DJS Friends

### ***Future fundraising***

#### **Disco – Fri 31<sup>st</sup> January and Fri 21<sup>st</sup> March**

- Sarah Halliwell & Nikki Buck to organise
- New Plastic Badges/ covers ordered.
- Request for both Friends and parent volunteers. Rota to be put out.

#### **Friends Mother's Day Shop**

##### **Confirmed for Thurs 27<sup>th</sup> March**

- Claire Mander & Lindsay Rose to organise
- Letters to be sent out in book bags nearer the time
- Donna, Philippa and Sarah volunteered to help with shopping/ purchases presents of approx £1. Shopping after valentines, date to be set.
- Box in shed of ? Teddy bears to be checked to see if suitable
- DT room to be used for shop.
- Help to set up on the Thursday
- Date to be set for Fathers day shop .
- Claire happy to do this years but will pass it next year. Therefore anyone interested in taking over to help out this year.

#### **Easter Egg Hunt Sat 29<sup>th</sup> March**

- Lead – Cheryl and Sarah C offered to help
- Changes / Improvements - As complicated gathering clues from all class suggested change of providing each class with a Egg to decorate. The back of each egg will have a letter and number. These would be placed around school grounds to form the hunt. Eggs to be A3 and laminated. Easter bunny will be in the hall.
- Ticket Production including clues -
- Ticket Sales - £2.50 (STARTS 10am, LAST ENTRIES 12.30pm)
- Rabbit Costume Wearer - Kerri's daughter to be approached. Charlene's mum to be asked to mend zip
- Decorated Envelopes - Nikki to do
- Refreshments - rota to be put out nearer the time
- Purchase of Easter Eggs (Tesco) 200, plus non dairy option and Teddies for smaller children
- As up take minimal not to include Studio Norwich photography.
- Mini committee to be held prior to event before.
- School council to organise and run Lucky dip and Treasure map

### **Quiz Night Date - Fri 9<sup>th</sup> May –**

- Becky Chick & Lindsay Rose to organise
- Newsletter to be sent out after date checked with Lindsay
- Kirsten to be bar staff along with others.
- £2 ticket

### ***Claire's Moment***

#### **Library Update**

- being used by all classes. One book at a time.
- Wendy Dubbin (Governor) is looking into the feasibility of opening the library to the wider community.
- Proper launch/ opening proposed for Thursday 6<sup>th</sup> March (World Book Day) with local authors being invited to read . Staff being asked to dress up and Press to be invited
- This to coincide with a Families Story Evening (Wednesday 5<sup>th</sup> March) with local authors etc. £1 charge for children to come in PJs with cushion & cuddly toy. Claire Bates and others to read stories...

- A Proposal was put forward for the evenings programme of events
- Hot choc to be prepared in DT room
- As they go home have lights on in the library for all to view finished facility
- Rota to be put up nearer the time for Friends to offer help with Hot Choc etc.

### **Play Tower Update – Demolition / Ideas / Contractor**

- Friends Sub committee to be put together and shortlist 5- 6 options.

### **Celebration assemblies -**

- Poster including list of names of children’s parents invited to be put up on A frame board outside Reception playground by Friends.. Volunteer needed to get new poster invites from Maggie Willmore in the school office and replace the old ones on the board every Monday or Tuesday... See Melanie...

### **30<sup>th</sup> April Phonics Workshops –**

- Claire requested friends provide assistance with the Raffle at the Phonics workshop. Raffle tickets to be given to all parents prior to evening. Tickets to be placed in “tin” on entry to the hall in order to be in the chance of winning prize including Family Photo session. Help on the night would be required.

### **Travelling Book Company –**

- To come in 6<sup>th</sup> March till 13<sup>th</sup>
- To be held as usual after school in the hall on the Monday and Tuesday and in the conservatory on the Wednesday
- Need about 2 or 3 people each day to take money – Rota to be sent round
- Somebody needed to co-ordinate this...

### ***Grant Applications***

- Melanie asked for someone else to complete the application forms. Geoffrey Watling was suggested application. A request was made for a small group to get together and commence with this.

### ***Any other business***

- The A frames were mentioned in a general conversation as to whether the light Silver A frame out the front of the school was missing a cover board and questioned was asked as to whether the heavier one stored in the shed was missing?? Post meeting; both the A frame boards have been located and are in position by the Reception Playground and the Badger Class (via Nursery Entrance). Both A frame boards need at least one new plastic cover; Cheryl is investigating...
- The Summer Party date was confirmed as Friday 11th July; Disco is booked, Bouncy castle to be booked (Cheryl).

- Cheryl stated she will be stepping down as Vice Chair after the July to have a year off whilst she doesn't have any children in the school.
- Rob will talk to Claire Bates with regards dismantling the current Play Tower and away clearing away the site. Dan and Frank will help with this.
- Next Yellow moon catalogue is to be distributed after half term prior to Easter.
- Scholastic Book Club to be left as travelling books coming in March. Next catalogue to be distributed either prior to summer or holidays or to wait until Christmas.
- Donna offered to organise producing a Year book for year 2 when they leave in the summer instead of the previous year's Medals. She will liaise with Claire Bates and Maggie Willmore regarding permission for taking photographs of Year 2 children and Laura Besenzi regarding questions for the children to answer and include in the Year book. Tracey Bunn and Sarah Halliwell said they would help with this if needed.

### ***Date and time of next meeting***

Thursday 20<sup>th</sup> March 9am Staff room

### ***ADDENDUM***

- Following the meeting it was noted that two points from the agenda were not discussed. Due to the urgency in getting agreement on these points Melanie sent an email to all committee members seeking agreement, or which all that replied were in agreement to.....
- Usual practice of giving each class £100 and £1000 for Multi-cultural week.

### **Post meeting**

- Play Tower Sub Committee now comprises of Donna Brown, Tracey Bunn & Heather Wilkinson.
- Library Opening Sub Committee now comprises of Tracey Bunn & Heather Wilkinson with help from Angela Crocker.

# Treasurer's Report



Figures from Aug 2013 to Dec 2013

<b>Income Profit</b>	<b>£</b>
Fireworks	2480.14
Ink Cartridges	25.10
Disco	264.63
Studio Norwich	156.30
Christmas Cards	232.00
Spree	364.00
Christmas Fayre	223.51
Yellow Moon	15.53
<b>Total Income from above events</b>	<b>3761.21</b>

We currently have £7098.17 in our current account ended Dec 2013

<b>Expenditure</b>	<b>£</b>
Fireworks	-2700.06
Disco	-302.49
AGM Expenses (Gifts)	-139.00
Coaches for Theatre Trips	-600.00
Library Refurbishments	-1300.00
<b>Total Expenditure for above events</b>	<b>-5041.55</b>