

Friends of Drayton Community Infant School
Meeting of 20th March 2014, 2:00pm Staff Room

1. Present & Apologies

Apologies

Sarah Taylor	Phillipa Martinez	Becky Chick	Claire Mander	
Charlene Nicholls	Dan Nicholls	Claire Chilvers	Nichola Buck	Laura Besenzi

Present

Cheryl Stone	Melanie Coleman	Sarah Halliwell	Tracey Bunn	Claire Bates
Louise Hunter	Donna Brown	Lindsay Rose	Angela Crocker	Kerri
Tondler Heather	Wilkinson Sarah	Catten	Rob Holland (via phone)	

2. Minutes of last meeting and matters arising

Minutes from last meeting were agreed to be correct and there were no matters arising from the last meeting.

3. Treasurers Report - *Kerri / Louise & Nicola*

Balance currently at £4761 after paying out £100 to each class with a further £1000 to come out in the near future

Income from Easter Egg hunt and quiz night soon to come in (along with any small profit from Mothers day shop)

Louise has taken on the role of dealing with incoming monies. Nicola will be dealing with outgoing and Kerri over seeing it all.

Classes to detail what was bought with £100 gift

Signatories are to be changed so Louise and Nicola take control of banking.

4. Feedback on Family Storytime Event (Wednesday 5th March)

Everyone seemed to enjoy the event, there was a good turn out and people would like to repeat it.

Only problem mentioned was timing of readings.

Maybe to be repeated in the summer with two readings.

Feedback on Secret Reader (launched at this event)

Class reps facilitating this on going event, no end date at moment. Martin White Head teacher from junior school invited to read to year 2. Possibility of inviting other community figures to read also. Class teachers to decide on day of week. Encouragement of further participants needed. Event to be re advertised on website, Posters to be put outside

classes for people to sign up.

5. Disco (Friday 21st March) – Sarah & Nikki

Feedback from last disco was that it was chaotic.

Reminder that adults should leave by fire door in the hall and children's coats should be taken home in order to help ease congestion.

Money to be taken maybe from the office window as people enter.

Friends take on responsibility to ensure child leaves with an adult at end of evening.

6. Cake Sale(s) Friends Help Required –?

Rabbit Class (Friday 21st March) Rota sent round for helping at event. Angela offered to help.

Friends to do tea and coffee at cake sales Tracey and Kerri to do at Rabbit Class.

Deer Class (Friday 23rd May)

7. Mother's Day Shop – Claire, Lindsay & Philippa (Thursday 27th March)

Lindsay offered to help next Thursday.

Fathers day shop

8. Easter Egg Hunt including Spade Day – Cheryl & Sarah C (Saturday 29th March)

Easter bunny Suit fixed

Please when selling tickets mark non dairy on tickets where needed.

Request made for further cakes /ring donuts ect ect to be sold on the cake stand

9. Quiz Night - Becky / Lindsay (Friday 9th May)

Tickets price £2.50

Cash prize winning team £50.

£1 for raffle ticket and £2 for alcoholic drinks.

Local Businesses to be approached in order to donate raffle prizes for the event. Approx 20- 25 prizes needed. Letter printed off for anyone to give to contacts that might be able to help donate a prize or popshop of the event.(recommended £150

Maximum number of tickets 80

10. Play tower – Supplier & next step to be agreed - Melanie

To recap -3 quotes from different companies were sought.

Quote 1 from Fawns ruled out for the start as most expensive and the least helpful.

Leaving NGF and APL for which quotes for 2 and 3 towers were got.

APL would be putting up new towers but reconditioning our existing equipment.

Fawns – Playtime by Fawns based in Farnborough, Hampshire

3 Plastic Towers at 1200mm high as per attached design – slightly smaller than the other 2 designs.

Warranty - 12 month on all equipment installed by the company.

Guarantee – 5 years paint, 10 years plastic, 15 years timber, 25 years for steel.

Price is £9687.60 + VAT

NGF Play Ltd – Norfolk Games & Frames in Gressenhall, Norfolk

2 Timber Towers at 1500mm high as per attached designs (front and back) with a view to being able to add a 3rd at a later date.

Warranty - 12 month on all equipment installed by the company.

Guarantee - 15 years against rot causing timber to fail.

Price is £6019.50 + VAT

APL – Action Play & Leisure in Carleton Rode, Norfolk

3 new Timber Towers at 1500mm a new timber tunnel, a new climb ramp and the addition of a set of steps – as per attached Litcham 4 design.

Towers are same dimension as old ones, essentially new for old - all other components from old, after being cleaned and refurbished.

Warranty - 12 month on all equipment installed by the company.

Guarantee – 15 years on timber & steelwork, 2 years on ropes, nets and moving parts.

Price is £5971.00 + VAT. Could add a vertical climbing wall for about £300 more.

In view of the price it was discussed as to the plans we have for paying for the Play Tower and

meeting the shortfall that we have. (not enough currently in the bank, we are likely to have more through Easter, Quiz and Summer events but have other commitments (Activities Week, Coaches etc) and need to have something to carry forward for September-November events.

General cash flow was discussed as events that historically Friends have supported also need to be paid for. We do not want to get into financial difficulties and need to be aware of the cash flow!!!

Ideas to meet the shortfall included

Making this a 2 year plan

Asking parents to donate approx £20 to the Play tower

Asking the school council to come up with fund raising ideas. The School Council/ pupils want a the play tower so scrapping the idea were considered as not an option.

Coming up with new fundraising ideas (See any other business)

ACTION - Mel go back to APL and NGF to discuss and negotiate price and terms.

11. Summer Event Theme? (Friday 11th July) -

A suggestion was made after the meeting for a world cup theme.

12. Date and time of next meeting – evening TUESDAY 29TH APRIL 7PM

13. Any other business

Further fund raising suggestions made included

Sponsorship Readathon. Claire B suggested a format where the children had to work their way through the alphabet choosing a book with each letter of the alphabet either in the title of authors name. Claire to find info on this and potential organise to start over Easter holidays. Those present thought a sponsorship event was a good way forward.

Claire discussed idea of running a ticketed **Breakfast** with the possibility of asking locals businesses to donate breakfast, newspapers and the Friends cooking breakfast. With a number of other events currently being organised, manning a further event at this time would probably not be achievable.

ADDENDUM

Phonic workshop update- to be included in Claire B's end of term Newsletter to get in paper diaries. A full letter will be sent out after Easter holidays. Raffle tickets will need to be stapled to these letters before going into book bags. Volunteers needed for this. Prizes will include Lamby and Bear Bear books kindly donated by Matt Wilson, and this will fit in well with the theme of the session. Please see Melanie to volunteer to attach raffle tickets to the letters and help with the raffle process – required the first week back after the Easter Holidays **BBQ** nothing further to report remains where it was!

A frame replacement covers - needs to be investigated as to what's needed. Please see Melanie to volunteer to look into replacements plastic covers for the A frame boards.

Leavers surprise gifts - nothing to report at this time although photograph permission letter needs to be drafted (Melanie) and sent out (Donna and Tracey).

Grant applications- looking for volunteers to take this on, especially to look into the Watling foundation for the Play Tower.

Further fundraising ideas

- signing up to “**Give as you Live**”, in order to hopefully make some funds at minimal cost and effort.

- Producing a **school cookbook** to sell.