

Friends of Drayton Community Infant School

Meeting of 16th July 2015

7.30pm in the Drayton Cock

1. Present and Apologies

Present – Sarah Catten, Angie Crocker, Claire Mander, Philippa Martinez, Rachel Aldred, Melanie Coleman, Nik Gordon and Becky Chick.

Apologies – Claire Chilvers, Sarah Halliwell, Louise Hunter, Heather Wilkinson, Tracey Bunn Charlene and Dan Nicholls and Claire Bates.

2. Any matters from the last Minutes?

- There was no bank balance noted in the last Minutes, make sure they are noted in future for easy reference.

3. Treasurers Report

- Louise was not present so no report available. The only update was the takings from the Summer Wild West BBQ which was £1954.92.

4. Feedback from BBQ

- Good feedback on food and everyone felt the queue for the food was managed well and no-one complained. More onions needed for Fireworks night, but no baked beans!
- The chocolate sold quickly on the chocolate tombola, try and remember for next year.
- There was a general feeling that the bouncy castles were better this year and much better managed by their staff. It felt much safer for the children than in previous years.
- Hardly any envelopes were returned for the event. Was it because no-one was on the gate to collect them/remind people?
- Next year look at putting most of the stalls etc all on the field together. Have them all in a circle similar to a fete and have the Graduation ceremony in the middle.

It was felt that it was an event of two halves with the trees separating the field from the playground. A few people commented that they couldn't hear announcements when they were on the field.

5. Disco

- Discussed with those that didn't know about the new plans for the disco. We need to have contact numbers available in case of an emergency and Mrs Bates needs to know how many people are on the premises for fire safety reasons. Rachel suggested having the name bands, but also having the slip which is returned by parents with their child's name and their contact details on it. We would write the wrist band number onto the corresponding slip and keep them so we can look at a child's wristband number and quickly find the parents details. All slips would be destroyed at the end of each disco. Agreed that that would work. We have agreed to still keep the wristbands and trial the slips with contact details on for the September disco. We also talked about having the children in the hall to first go to an adult who is holding a picture of their class animal, ie, Mouse, Squirrel, and having the children line up so we could then count them. We would also then need to count people in the parent's room and staff and helpers so we have an accurate headcount.

6. PTA

- New Parents meeting in school tonight (16th July). PTA packs to be handed out to those parents who want them. They have to sign for them and leave their email address so we can contact them and ask if they are interested in joining.
- Cheryl very kindly talking to the new parents about the Friends.
- Look at doing a poster to invite new parents to a committee meeting.
- Discussed holding a Cheese and Wine evening in September/October to invite new parents and existing ones to come and join the Friends for an evening to find out what we do and try and interest new people to join us.
- Ask Governors if any of them would like to come too.
- No alcohol license needed if we ask people to bring their own.

7. Class Reps

- Discussed putting photos and names of Class Reps on whiteboards outside of classrooms so parents know who they are.
- Claire M is going to talk to Aly Clarke and see if she would be our rep for Hedgehog as we currently have no rep for them.
- Class Rep coordinator needed as Natalie is stepping down and we need to email all class reps to make sure they are happy to continue next year.
- Look at having Class Reps present at Friends meeting so they are aware of what is happening.

8. Spree Books

- Becky has been in touch with a lady called Denise who is very happy to organise and take control of distributing Spree books from September.
- There is no charge for the book if we don't get them back from parents so we could just give one Spree book to every child.

- We would get £5 back for every book sold.
- We need to make it clear to parents how and who to pay for the books if they choose to buy them. There has been confusion previously as to who the money is paid to.

9. Fireworks

- Fireworks will be on Friday 6th November this year. Concerns it will clash with the big events, but dates either side of this just aren't feasible.
- Look at prices of tickets for the Scouts Fireworks and then work out our ticket prices. Last year's tickets cost £5 for adults and children over 3 years. Maybe look at reducing the ticket cost for children this year.
- Melanie very kindly offered to start the ball rolling with preparations for the event. Other help will be available.
- Possibly scale down the stalls and only have BBQ, hot drinks and Flashies and have each year group run each stall.
 - Reception – Flashies
 - Year 1 – Hot Drinks
 - Year 2 – BBQ
- There should then be plenty of help with each stall and reduce the chance of a few parents being stuck on a stall for too long and unable to enjoy the time with their family. Try and get everyone to do a little bit to help.
- Nik is happy to do the BBQ with additional help. Angie will order all the food again. Keep it simple this year.
- Hopefully Dan, Rob, Jason, Joe and Rob W will be happy to do the Fireworks again this year.
- Try and advertise outside school to maximise attendance, ie, local magazines and posters around the area. Someone will be needed to organise this.
- Taverham Band to be asked to play again, as it was agreed, it really adds to the atmosphere of the evening.
- Look at closing stalls during the Fireworks to minimise the amount of people needed on them.

10. Any other business

- Push Easyfundraising more this year. Have information on it at the Cheese and Wine evening and order more sheets to make it easy for people to understand and join.
- Melanie has a draft letter for Matchfunding and a list of companies who participate in it, although we think any company can do it.
You volunteer your time to a local school, group, ect and the company you work for donates money to that group. We will look at sending a list of companies to the Friends to start.
- Drayton Lions will still be happy to donate £250 towards the bike sheds even though we didn't win the Aviva grant.

- Talked about new bike sheds with a view to putting them where the gas tanks will be removed from. Concerns raised over the safety of children crossing the car park to get to them.
We still need to look at cheaper options for the bike sheds and all agree getting skilled Dad's involved is the best and cheapest option.
Rachel is going to ask Rob to look at the playhouse as it needs some work doing to it. It should be an easy fix, it just needs a survey and to be measured up.
- Sarah and Angie have said that they wouldn't step up again at the AGM in November to be Chair and Vice Chair unless someone becomes Secretary.

**Date and time of next meeting – Thursday 17th September
at 7pm in the Staff Room.**