

Drayton Community Infant School

Friends - AGM

Tuesday 26th September 2017, at 7:30pm in the Staff room

Minutes

1. Present and Apologies:

Present:

Maria Voors, Ellie Atkins, Emmy Byrne, Fran Baker, Matt Cross, Rob Lawrence, Andy Bodycombe, Philippa Martinez, Charlotte Wilkes, Sammy Moir, Claire Hunt, Tracey Bunn, Marie Smith, Jenny Hurn, Donna Grant, Maddi Ward Dennise Slaughter, Fiona Dodimead

Appologies:

Zoe Armstrong, Cheryl Stone, Vic Bardon, Becki Chick, Kerri Brown, Sam Gerrard, Esther Jury

2. Chair person's Report including some aims for the Year ahead:

The minutes from the AGM in 2016 were reviewed and approved.

Friends of DCIS 2016-1017

It has been an interesting and challenging year for the Friends of DCIS this past year. You may remember we were going to close at the end of the previous year, but thanks to the committee pulling together it was able to continue and I'm very glad that we have new parents volunteering to take it forwards into coming years. One of the big challenges was in reviewing the risk assessments for all the events and this lead to events having to be run differently, or sometimes not at all!

However, it has also been a very successful year with some fantastic events, a great amount of money raised and also resources purchased for the children to enhance their time at the school. This is thanks to the hard work of this committee, the support of the school and the parents who attended the events.

Our first event with the entertaining quiz night in October. This was done earlier in the year than previous years to try and involve and welcome new parents to the school. It was a lot of fun and sincere thanks to Becky Chick and Lindsay Walker for organising it and getting so many raffle prizes together.

We then had the Fireworks Spectacular in November, which was a welcome return after having not done it the previous year. The weather was dry and we outsold all our tickets and needed extra! Thanks to Matt Cross, Jason, Rob and Steve for putting the fantastic fireworks together.

The discos also started in the autumn term and we trialled the first one with no Reception children to reduce the amount of tears, which did help. The discos are twice a term and always a hugely popular event for the children. Thanks to Suzie and her team for running them so well for the past few years. Also to Becky Chick for taking the lead on the last few discos. This was one of the events affected by the change in risk assessments and will need reviewing in the year ahead with the school to see how they can be run differently but still remain as fun as they were.

Near to Christmas we had Christmas cards drawn and then printed for the children. They were really lovely this year and thanks to Kelly Smith and April George for doing the unenviable task of trying to organise it and get everyone's cards in on time!

We also did the decorated envelopes which the children drew and then filled the envelopes with sweets. These were sold at the Junior School Christmas Fayre and sold out in about 25 minutes! Thanks to Marie and Jenny for all the sorting and stapling.

For the first time we had a 'Pamper and Gift' event in Drayton Village Hall. This was nearly all stalls of parents or friends associated with the school selling their goods or promoting their businesses. Big thanks to Vic Barden who organised it all.

We chose not to run the Mothers or Fathers Day shop this year.

The Easter Egg Hunt was the next event and again very successful. It was done on the last day of term (rather than a Saturday morning) straight after school and the children had to find carrots and golden eggs to win their prize of a chocolate egg – some children came in with handfuls of carrots (instead of just the one) which led to some last minute carrot hiding to make sure there were enough for all the children! Thanks to Cheryl Stone for organising this (again!) so well. We also had the decorated envelopes and thanks to Zoe Armstrong for sorting this out. Again the weather was kind and it was so lovely to see so many families out on the field and chatting in the playground – a super way to end the term.

Our last big event was the summer fair in July. Bouncy castles, stalls, decorated envelopes, music from Taverham Training Band, food all added to a super evening. The school choir sang and the Year 2 children were given their beautiful Leavers Books which were put together by one of the parents Louise Smith, photos done by Andy Bodycombe and lots of checking by April, Becky and Lindsay. Thank you all.

These events all take a lot of time, preparation and organising behind the scenes – writing minutes, doing risk assessments (thanks to Tabi), managing the finances and getting the floats ready for each event (thanks to Fran), buying supplies, putting up posters, selling tickets, stapling envelopes - it couldn't have happened without everyone of you helping in whichever way you could, so even if I haven't mentioned you by name, I am very grateful for all your hard work. I also want to acknowledge the support of the school and the teachers who came to help and support the events in their own time.

Some extra thank you's – to Lauren, Becky and Clare for being the staff reps. To Tabi and Fran on the committee who will be staying on. To Andy Bodycombe for your work as Vice-Chair who will be stepping down this year. Matt Cross who is always there at every event helping with setting

up/unlocking/turning the urn on etc – you will be missed by the next committee. And to some very long serving parents whose children have now moved on to the Junior School or who have chosen to come off the Friends – Lindsay Walker, Zoe Armstrong, April George, Suzie Clare, Stephen Clare, Rachel Aldred, Sarah Catton. They have all given a lot of their time and dedication to the Friends and we are very grateful.

3. Treasurer's report:

Please see attached

4. Election of members:

a)

Post for election	Nominee	Nominated by	Nominated 2 nd by
Chair (joint position)	Ellie Atkins	Fran Baker	Tracey Bunn
Chair (joint position)	Emmy	Tabi Pierre	Philippa Martinez
Vice Chair	Vacant post		
Treasurer	Fran Baker	Marie Smith	Jenny Hurn
Deputy Treasurer	Vacant post		
Secretary	Tabi Pierre	Jenny Hurn	Andy Bodycombe

Please note we still have a vacancy for a Vice Chair and a Deputy Treasurer.

b) Parent helpers

Tabi currently has the list of parent helpers from the reception 2017-18 intake.

c) Class representatives

Class representatives:

Class	Parents name
Reception Mouse (RM)	Kerri Brown
Reception Hedgehog (RH)	Sam Gerrard
Reception Dragonfly (RD)	Christina Lister Philippa Martinez
Year 1 Mole	Tracey Bunn Charlotte Wilkes
Year 1 Rabbit	TBA
Year 1 Fox	Fiona Dodimead
Year 2 Owl	Cheryl Stone
Year 2 Otter	Marie Smith Fran Baker
Year 2 Squirrel	Dennise Slaughter

Staff representatives:

Becki Chick

Claire Mander

Maddi Ward

Donna Grant

Maria Voors stepped down as Chair and Emmy Byrne and Ellie Atkins took over with Ellie chairing this meeting.

5. Future events

Emmy and Ellie met with Karen Winters previously to discuss future events. As there have been many changes within the school and new members, they have decided not to do too many events so they can concentrate on doing the current ones well.

Events calander was given out and discussed.

Dennise to check with the Junior school to ensure the dates do not clash.

Emmy and Ellie will discuss the pamper evening with Vic as they would like this to go ahead again this year.

Breakfast with Santa will be discussed at the next meeting in detail.

Disco:

The first disco was cancelled as it due to be the 22nd September before the first meeting and changes could not be discussed and agreed.

We discussed the cost of Freddie as it had been queried at the meeting between the chair and Head. He offers us a good rate as he has been doing our discos for over 10 years and the kids enjoy his set up.

There is a new proposed disco times separating reception children from years 1 and 2.

Possibly 5:15-6pm for reception and then 6:15-7pm for years 1 and 2

This would mean there would be no snacks or refreshments served in the DT room. Also parents would not be allowed to stay onsite.

The changes are required due to issues with ratios, and with different time slots all children would be able to attend, and due to the reception children getting upset at previous event.

It was queried that there would need to be a reduction in the price as it would be reduced time with no snacks provided. Due to the reduced time, more parents may want to stay onsite. Children often need the extra to warm up and take part in events and the reduced time may not allow for children to enjoy it fully. How the wrist bands would be sold would need to be reviewed. If refreshments are in the DT room which was discussed to prevent the risks from drink spillages, then children would be running through the school and this would be hard to monitor. There may also be increased costs if they are not able to recycle. The acorn club runs till 6pm and the cleaners would still be in the school so this would need to be assessed.

The hall can hold 288 people for a disco but the ratios of adults to children need to be confirmed.

Smarties challenge: Starts the 9th October

This has worked well previously.

A tube can hold about £12 worth of 20p's

Emmy has got a cost on the price of getting the tubes and it was agreed we are more likely to get families to participate if we provide the tubes with smarties and instructions. Class reps will put labels on the boxes and stand on the class doors to hand out after school as all sweets must be given out this way.

Coffee Morning- 4th October:

We will be asking for cake donations.

Jenny will bring a cake and some scones.

Claire will make a cake and some sausage rolls.

This is a good opportunity to discuss what the Friends are and what they do with parents.

Fireworks- Friday 2th November

Matt will do the event planning and will ensure the safe setting up of the lights and fireworks.

The setting up starts around 1pm.

Matt to check if we need more rope lights and to look into an extra light for around the back.

Jason is the contact for lights.

Medics will need to be contacted. St Johns has been booked with 2 people attending (they just need refreshments on the night)

Dan from the junior school has the BBQ's if needed.

To do a BBQ on the night we would need 4-5 helpers and the cooks would need a food hygiene certificate. Cooking only hotdogs, burgers and possibly veggie burgers.

Matt to confirm helpers (possibly Andy)

Ellie to check what flashes are in the conservatory and order more if required (previously done by Angie Crocker if details are needed)

The sweets and crisps did not sell very well, so these will not be done this year.

No alcohol is sold at this event.

Teas and coffees and soft drinks will be sold.

Candy floss could be an alternative option, or using the left over sweets to fill some envelopes for sale.

Soups could also be an option.

Matt will look for the old signs.

Tracey to contact Zoe who is our current contact with Solar signs about the fireworks sign.

Tickets for neighbours will need to be organised.

6. Ticket sales

Ellie and Emmy have been looking into different ways to sell tickets for events to help solve the problems which occur.

They have found online the PTA website which is user friendly.

Parents can log in to buy tickets in advance.

As all details will be inputted by the parent, it would produce a register (which would help with disco's) and the parents would print off their own tickets. This would mean the Friends would have to label wrist bands in advance.

Friends would no longer have to sell tickets at the gate or the possibility of having both- which would mean either the online database would have to be updated daily or there would be a limited amount available on each. We could look into selling tickets the week before an event online, and the week of an event being sold on the gate.

How it works would depend on the event.

For people that do not attend the school but would like to come to an event such as the fireworks there would have to be additional posters around the village with online details.

Charlotte discussed using Robo voucher and will look into this as an alternative to the PTA website

7. Next meeting

The next meeting will be held on Tuesday 17th October 2017

8. Any other business

Marie is to keep the school website updated with posters and letters by ensuring they are sent to Miss Humphry

To be discussed at the next meeting.

Action plan

Chairs-

Look into money for classes £50 (last year to confirm they were given to each class)

Discuss disco logistics with the Head

Purchasing of smarties and the labels

Order flashes if needed

Matt-

Organising Fireworks display

To complete risk assessment.

To contact fire brigade.

Do we also need skip for rubbish?

Tabi-

Look into a Class rep for Rabbit class.