



Held at The Rampant Cat

09th November 2023 at 8pm

Attendees:

Stu Ashby (Chair), Claire Maestri (Secretary), Lycee Marsh, Lesley Samara, Kevin Tooze, Rachel Ryan, Rachel Fisher.

Apologies:

1. Nick Watson (Treasurer), Claire Hannah.

Regular Items:

2. Review actions from previous meetings:

Date/ID	Owner	Action	Status
20.10/7	SA	Remove previous 'Friends' Facebook page.	Outstanding – SA to find owner of page and close.
20.04/7	SA	Line up match funders for Woolfest.	In progress
08.06/1	SA	Follow-up with school on requests for funds. All requests need to be formally approved by the Friends before any commitment to spend is communicated to parents.	Complete / Closed

3. Finance Update:

Start of Year:	£19,210
Payments to school:	
Books refresh:	£200
Benevolence:	£100
Table Tennis:	£901
Phonics Books:	£1,140
Library fit out:	£984
Playground works:	£3,000
Current Funds:	£12,888

4. Regular fundraising activities:

- Bag 2 School – **ACTION: Rachel Ryan to confirm date for the 1st week of December.**
- Giving Machine – **ACTION: Stuart Ashby to create a comms for this ahead of Christmas shopping season and also check if Amazon have re-joined the scheme after ceasing their own Smile scheme.**
- Refreshments – Following discussion about the very small amounts of revenue created by these events it was agreed that the FSWH will only cover specific events where there the FWHS is able to have engagement with the parents and showcase the committee.
- Direct Donations w/ Gift Aid – This is now live and needs to be publicised by the school and in the Spectrum. **ACTION: Stuart Ashby to discuss with both.**

5. Regular Donations:

- Library Books – Agreed to continue to contribute £200pm.
- Water coolers – Agreed to continue to contribute £180pa.
- Benevolence fund – Agreed to continue to contribute £100 a term. However the committee need feedback on hoe this money is being spent and what the balance is. **ACTION: Stuart Ashby to discuss with Kathryn Knapp.**
- Pre-loved uniform shop – It was agreed that until such a time that the new uniform is being replaced / handed down, it is not worth operating a uniform shop. This can be reviewed at the end of the academic year. Any spare branded items can be kept as spares in the interim, for use by the school.

Notable Items:

6. Banking – Change of signatories to be executed. Agreed that Rachel Chang and Claire McLaughlin will be removed and Rachel Ryan and Nick Watson to be added. Stuart Ashby remains a signatory under the new committee.
ACTION: Stuart Ashby to enquire at Metro Bank as to what is required to enact this.
7. Co-opted committee roles to be filled (max 4) – suggested roles are:
- School Liaison – confirmed as Rachel Fisher
 - Disco co-ordinator – confirmed as Lycee Marsh and Lesley Samara
 - Public Comms – confirmed as Stuart Ashby
 - Regular fundraising lead (Bag 2 School, Giving Machine, direct donations) – confirmed as Rachel Ryan.
8. Allocation of other responsibilities:
- GDPR – Agreed this is no longer required and can be dealt with on an ad-hoc basis for events. **ACTION: Stuart Ashby to remove the GDPR policy.**
 - Matched funding donor management – Stuart Ashby to retain
 - Working party co-ordination – currently vacant.
 - IT administrator – Stuart Ashby to retain.

- Risk Assessments – Stuart Ashby to retain.

Calendar Review:

9. Review list of proposed activities for Winter term:
 - Xmas Jumper day – 4th Dec (Juniors) 5th Dec (Infants)
 - Disco – 13th Dec - to be a single night with two separate discos, co-located at the Junior school, one after the other. Proposal for Infants to be straight after school, and Juniors to start circa 6pm.
 - Christmas Fayre – Confirmed this will not go ahead this year due to timescales required to coordinate and prepare.
 - Musical Extravaganza – Agreed that the FSWH will not do refreshments at this event.
 - Xmas Gifts for the Infants – **ACTION: Rachel Fisher to purchase books for distribution on the night of the disco.**
10. AOB:
 - Forest School – request from Kevin Tooze for a vision / plan for the proposed forest school project. Nick Watson is sourcing a vision drawing – update required for next meeting.
 - What's App group – all other members of the new committee to be added to the What's App group.
 - Secretary back-fill. Recruitment drive needs to take place to ensure the current Secretary can stand down at the end of the winter term.
11. Date of Next Meeting – Agreed as Thurs 11th January 2024.

CLOSE
