**Friends of St Chads Meeting Minutes**

Graphical user interface

Description automatically generated with medium confidenceChair: Kathryn Miller

Secretary: Rachelle Hayton

Treasurers: Rachel Haines / Hannah Hardcastle

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| **Date** | Monday 29th January 2024 | |
| **Time** | 6.00pm | |
| **Location** | School | |
| **Chair of Meeting** | Kathryn Miller | |
| **Present** | Mrs Woodward (School), Rachel Haines (Treasurer), Rachelle Hayton (Secretary) Hannah Hardcastle (Treasurer) Lucy Stanton, Rachel Pugh, Mrs Downe, | |
| **Apologies** | Louise Robins, Stephanie Robinson, Michelle Parsons, Claire Obersby, Natalie Wright, Alexandra Byrne, Jackie Sillis, Natalie Cook, Donna Connelly, Holly Richardson, Jennifer Johnson, | |
| **Topic Point** | **Contents** | **Actioned By** |
| **Welcome** | Thank you to everyone for taking the time to attend. |  |
| **Finance Update** | Bank balance is £5,993 with cash of £291 held – total funds of £6,284.  Since last meeting on 18th September, fundraising has raised:  Christmas raffle £922.30  Autum disco £856.90  School lottery £480  Christmas cards £445.07  Clothes bin – Rag Bag £203.90  Pre-loved uniform £6  Lottery donations £17.40  TOTAL £2,931.57  We have also received back £62.75 from HMRC in relation to Gift Aid for 2022/23 non-uniform day donations.  Unfortunately, the Christmas gift stall made a loss of £93.82, however the stock is still held therefore we hope the gin glasses can be sold in March for Mother’s Day and we will try and sell the remaining Christmas stock in 2024.  General expenses since 18th September totalled £712.33:  Gifts for all children from Santa £369.95  Annual subs / licences £227  Santa dash refreshments £75.38  Santa thank you gift £40    **Profit in the period** **£2,188.17**  We have made donations to school of £2,525 being:  £25 for a laurel bush for the garden  £2,500 for the 23/24 academic year for school trips    The Corporation Tax return for year ending 31st August 2023 was submitted to HMRC on 6th November 2023.  The Charity Commission Annual Return for 2023 was submitted on 29th January 2024. |  |
| **Committee Update** | Rachelle formally submitted her resignation from the committee and Friends. Unfortunately, due to her new role on the Governing Board, it is not possible for her to continue in this role.  Rachelle will fully support a handover between now and the next AGM meeting however will no longer be a point of contact.  Mrs Woodward expressed her thanks on behalf the school for all the time, effort & dedication Rachelle has given to Friends. She will be missed.  Kathryn echo’d Mrs Woodward’s comments on behalf of the committee and the team. |  |
| **Event Calendar** | **Disco**  1st March & 21st June.  Closing date will be 2 days before the event. When ticket sales close, the systems will be sync’d and no further tickets can be added.  At the March disco there will be no photo booth.  Due to a lack of support, resource and flexibility, it was decided that Friends would not hold any other fundraising events, apart from the discos. With the exception of Non Uniform days / Crazy hair day, which takes little planning.  If any volunteers do wish to hold an event, please contact the committee, however they will need organise and manage the event. | All |
| **School Lottery** | Ticket sales have fallen with the school lottery, however an income of over £1000 is generated still from the lottery.  A push on membership for the lottery is needed.  A mail shot will be done from PTA Events. |  |
| **School Wishlist** | None |  |
| **AOB** | More support and engagement is needed for Friends to continue to be successful as it has been. |  |
| Meeting – Next meeting | Thank you everyone for attending and for your support.  Next meeting date will be confirmed. |  |