**Friends of St Chads Meeting Minutes**

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| **Date** | Tuesday 2nd March 2021 | |
| **Time** | 7.15pm | |
| **Location** | Zoom Meeting | |
| **Chair of Meeting** | Alison Williams | |
| **Present** | Mrs Shrewsbury (Deputy Headteacher), Rachel Haines (Treasurer), Kathryn Miller (Vice Chair), Rachelle Hayton (Secretary), Leanne Bamber, Jackie Sillis, Michelle Parsons,, Natalie Wright, Shelley Nixon, Louise Robins, Rachel Thirlwall-Frith, Eleana Cox | |
| **Apologies** | Zoe Hunt, Emma Geeson, Hannah Hardcastle (Treasurer), Stephanie Robinson, Hayley Coulter, | |
| **Topic Point** | **Contents** | **Actions required by** |
| Bank Account Update | To date there is £3389 in the accounts, which includes £894 in the 100 Club Account.  Funds from the Bag2 School collection is due. |  |
| 100 Club | Drawn on the first of each month. Winners announced on Facebook, school newsletter and letter sent to winner.  New leaflet with online payment details to be sent to Friends email and shared.  83 numbers are sold.  Look into moving online with paying winners rather than cheque. | Natalie Wright |
| Safeguarding Role | This role has been created to ensure we have all policies and procedures in place. There is a lot of information to check to protect us as a charity as well as the children. This role can work with School to see what policies overlap.  Shelley, Zoe & Hayley have all agreed to conduct / support this role. All information will be saved on the one drive for all to access. | Alison Williams / Shelley Dixon / Zoe Hunt / Hayley Coulter |
| Bags 2 School | Fantastic response with over 2000kg of donations. The van had to do three collections to take all items. We raised £753. Thank you to everyone involved and for all the donations.  Next date to be arranged for April time. | Rachel Haines |
| Telephone Box | Still ongoing with the decision of adopting a telephone box.  Concerns were expressed around the security / locking of the box, maintenance, cost of the upkeep, insurance, replacing the glass, legal requirements.  It would be used to sell advertising space / generate an income. We would hope local businesses would be willing to help with maintenance.  More confirmation is needed on:  Can we sell it on? Give it back?  Information to be obtained and fed back. | Alison Williams |
| Future Events | **Easter**  Approach local businesses for donations for the Easter Raffle.  Raffle to be held, but logistics of raffle to be confirmed.  **Non Uniform Day**  To be held before Easter Holidays. Details to be confirmed.  **Talent Show**  To be held online, date, details and logistics to be confirmed.  Judges and prizes are required.  **Fathers Day**  Ideas are welcome but no plans at the moment.  **Disco**  Pending government guidelines.  **Summer Fair**  Pending government guidelines. | Rachelle Hayton  Kathryn Miller / Louise Robins |
| IT Equipment | **Laptop Collection**  We have very kindly received several laptops from the community for school. These have been refurbished and handed to school.  **Yorkshire Building Society**  A parent has very kindly input a grant application for £2000 to their place of work (Yorkshire Building Society) for new IT equipment for school. | Rachelle Hayton |
| Outdoor  Wish List | A new quote is be obtained for the running track now we have confirmation of sizes and requirements. School has funds to put towards the running track but the rest will need to be raised through fund raising.  A letter asking for help with funding has been sent to Booths as a starting point. We are awaiting a reply. There are not many grants available now, therefore we are trying to approach larger organisations for support. Any contacts for larger companies who may be able to help, is appreciated.  GD Funding are a company which provide quotes for large projects and will submit grant applications on your behalf. A percentage is taken as a fee from the amount awarded if they are successful. All agreed this would be a good company to use. Mr Leeming to arrange with them directly to come and provide quotes for all items on the wish list, drainage, playground & running track.  Once we have final figures of quotes, we will organise fundraising events such as sponsored runs, health week, sporting events, teacher splat face, teacher bike ride.  If anyone knows of a local sporting personality to help with a school appearance or fund raising, please let us know as we feel this would really help with fundraising.  Apply for Gift Aid.  Further information on drainage and the play ground is still required. | Mr Leeming  Eleana Cox |
| Recipe Book | Currently being worked on.  We are hoping to raise money through advertising space in the book to pay for the printing.  Poster has been made and will be shared in due course. | Alison Williams |
| Leavers Hoodies | These are arranged through the year 6 parents. 2020 Friends supported the purchase of them due to COVID. |  |
| Cashless Payments | PTA Events is a free platform through our ParentKind membership. We can make a website and ask parents to subscribe to it so we can send our communication directly. Allows for online payments and creates lists.  Fee’s are payable for online payments but they seem reasonable compared to Paypal which are costly.  All agreed to set up PTA Events | Rachelle Hayton |
| Terracycle Project | This was discussed in early 2020 and felt it would be a good project to support recycled initiatives as well as to raise some funds. Some items can be recycled but aren’t recycled by the council. We could become a drop off point for the community.  Information to be emailed to Friends email to be saved on the One Drive.  Project to be explored and to hopefully put in place later in the year.  Louise Robins happy to support with this role. |  |
| Trustees & Bank | **Trustees**  Everyone agreed the trustees of the Friends of Poulton CE School would be those in key positions in the charity. Alison Williams as Chair, Kathryn Miller as Deputy Chair, Rachelle Hayton as Secretary, Hannah Hardcastle & Rachel Haines as Treasures as well as Mr Leeming on behalf of the School.  **Signatures**  Everyone agreed the signatories of the bank account would be those in key positions in the charity. Allison Williams as Chair, Kathryn Miller as Deputy Chair, Rachelle Hayton as Secretary, Hannah Hardcastle & Rachel Haines as Treasures, Eleana Cox will also remain as signature.  **ID Checks**  All Signatories agreed they are happy for an ID Check to be ran on them. |  |
| AOB | A local Independent Travel agent is happy to donate to school every time someone books a holiday with them and then recommends him on social media.  More information is needed.  Create a Friends Friendship Area within the gazebo.  Source paint, artwork to decorate the area.  Need to organise a time to start work.  School Wishlist – Mrs Shrewsbury has asked for a donation for the following:  £50 for gardening gloves  £150 for gardening equipment for Dolphins / Whales  £100 for construction equipment  £200 for small world equipment, bean bags, home corner.  Total £500 – agreed by all to gift this. Cheque to be issued.  It was suggested to put out a request to the community for any items needed.  Teachers to email Friends email with any requests for us to share online.  An Amazon wish list has been created for school. Teachers are to email Friends with their wishes to be added. Friends will share the wish list with the community.  Mrs Shrewsbury wanted to pass on a massive special thanks to our pupils, parents & Friends for the amazing pictures, hamper & banner which were waiting for the teachers after the February holidays. This was a big boost for all staff and was a lovely surprise. Thank you! | Rachel Thirlwall-Frith  All  Eleana Cox  Rachelle Hayton  School |
| Next Meeting | Tuesday 20th April 2021 at 7.15pm – Zoom.  Rachelle Hayton will issue the agenda with Zoom details & reminders.  Please can all AOB points be submitted by Sunday 11th April 2021.  Thank you to everyone for attending and your continued support. |  |