**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** | Wednesday 2nd February 2022 | |
| **Time** | 7.00pm | |
| **Location** | Zoom Meeting | |
| **Chair of Meeting** | Kathryn Miller | |
| **Present** | Rachelle Hayton (Secretary), Rachel Haines (Treasurer), Hannah Hardcastle (Treasurer),  Mr Leeming (Deputy Headteacher), Donna Connolly, Michelle Parsons, | |
| **Apologies** | Shelley Nixon, Louise Robins, Eleana Cox, Leanne Bamber, Emma Geeson, Charlotte Woodhouse Mrs Bitsakaki (Headteacher), Natalie Wright, Stephanie Robinson, Jackie Sillis, Alexandra Byrne, | |
| **Topic Point** | **Contents** | **Actions required by** |
| Welcome / Apologies | Everyone thanked for attending.  All meetings will be held in person, but it is agreed that school can Zoom in rather than attend. |  |
| Treasurer Update | **Accounts:**  Currently £3329 in the account.  £1062 raised from the November Disco.  £775 raised from the Christmas raffle.  £37 raised from Christmas jumper sales.  School is in credit for £612.  Expenses for Parentkind subscription & santa suit were deducted.  **Bank:**  The switch from HSBC to Co-Op is still going through so the HSBC accounts are still in use. | Rachel Haines |
| Constitution | This document is needed for every PTFA to work in accordance with and to support the Charity Commission regulations.  The document has been updated and shared with members and school.  No questions or objections.  New constitution has been brought into action with immediate effect. |  |
| 100 Club | Following the June draw the 100 club will cease.  Currently members are mainly Friends members and staff. A wider audience is needed to be more successful.  Members need to be informed of the closure.  Research to be conducted before the club can be relaunched and rebranded. | Rachelle Hayton |
| Disco | November disco was a huge success and very popular.  Ticket sales were very high and Friends have never sold as many tickets. This created new challenges regarding staffing ratios and health and safety.  **February disco:**  100 tickets for each disco to be sold on a first come first service basis.  Closing date for tickets is 21st February although it is highly likely tickets will sell out very quickly.  Messages have been sent on Friends Facebook, school parents app, through the Friends website to all previous customers, on notice boards around school as well as on parent groups.  Any problems purchasing tickets online, then tickets can be bought from the school office. However, once they sell out online, they will not be available at the school office.  Wristbands for children with allergies, medical needs and those who can not have their picture taken were issued for the last disco.  Members will review this process and discuss for the next disco.  It was decided £1 per picture from the photo booth is a fair price.  Tuck shop items range from 20p – 50p per item.  Glowstick 3 for £1.  Cake donations are being accepted for the disco and are gratefully received but to save on waste and to ensure the supply is enough, please could any parents wishing to donate cakes, please contact Friends by Wednesday 23rd February with details of their donation.  Please can cakes be cupcakes or single wrapped cakes as larger cakes and tray bakes are very difficult to cut up and serve whilst creating minimal mess.  Thank you. |  |
| Bag to School / clothes Collection | After much research an organisation who provide an outdoor clothes bin has been sourced. This bin will sit near the school office by the path to Princess Avenue. This location was identified by school and a perfect spot for members of the community to make donations at any time during school hours.  The bin will be managed by Friends.  All collections will be paid at 40p per kilo. 10p more than our previous collector.  The bin measures 1.5m squared and will be delivered within 3-4 weeks. | Rachelle Hayton |
| Running Track | The bid for the running track was sadly declined.  More information has been requested.  Mrs Bitsakaki confirmed to pause the project and that it maybe too big for Friends to supply but thanked Friends for their hard work on this project. |  |
| Easter Event | Easter Family Beetle Drive will take place on Monday 4th April.  6pm – 7.30pm in the school hall.  A non uniform day on Friday 1st April in exchange for an Easter Egg will be held. The eggs will then be used as prizes at the Beetle Drive.  Posters will be published with details and tickets will go on sale in March. Tickets will be limited. | Kathryn Miller |
| Shed | Mr Hemming has conducted some research and a shed is soon to be purchased. | Mr Leeming |
| Fundraising Ideas | Any fundraising ideas to be sent to the friends email address with further details of the idea. | All |
| School Wishlist | Smart board for Year 6 which Friends have donated £1000 towards has been ordered.  Mrs Shrewsbury has asked for £400 for a History timeline within school. All children to benefit from this. Friends have awarded the £400 and confirmed it is to be taken from the credit school has.  Mrs Crossley has asked for a donation towards Science week. All children to benefit from this. Friends have awarded up to £300. School has £216 of credit, if an additional £84 is needed. A cheque will be forwarded. | Rachel Haines |
| AOB | **Parking Buddies**  No update. Masons to meet in February to discuss our request.  Alf Clempson is liaising with school regarding the zebra crossing and parking situation outside school.  **Friendship Bench**  Friends have been busy upcycling a bench to be put in the playground for children to go to, should they feel they need a friend. The bench is being introduced in school by Mrs Bitsakaki.  **Fancy Dress Outfits**  Friends have a range of fancy dress outfits which were collected with the idea of renting them out. Unfortunately, there is not the resource to see this project through. Outfits will be donated to various organisations.  **Pre-loved Uniform School**  In light of the new uniform which is due to be introduced in September and the lack of stock, the pre loved uniform shop has been closed. It is hoped to be reopened once the new uniform is launched and stock is built up.  **Christmas Jumpers**  Jumpers have been donated and have been put away ready to be sold again in November / December.  **Noticeboard**  Friends would love to have their own noticeboard within the school grounds. Mr Leeming is going to provide details of a place to put this. Michelle Parsons will source a suitable board.  **Email to members of Friends**  An email is being sent to all members of Friends to gain more information about our members and what they can contribute to our success. It would be really helpful if all members could complete and return. | Rachel Haines  Michelle Parsons  All |
| Next Meeting | Thursday 21st April 2022. 6.45pm meet for a prompt 7pm start.  School Hub.  Rachelle Hayton will issue the agenda, & reminders.  Thank you to everyone for attending and your continued support. |  |