



**Friends of St Edward's First School
7pm, Tuesday, 26th February 2019
Staff Room, St Edward's First School**

In Attendance

Chair: Chris Best (CB), Michaela Spear (MiS)
 Vice Chair
 Secretary:
 Vice Secretary:
 Staff: Mrs Matthews (SM), Ms Stone (MS), Mrs Coram (JC)
 Treasurer: Antonio Diaz (AD)
 Vice Treasurer:
 Parents Lucy Markham (LM), Fiona Harnden (FH), Claire O'Connell (CC), Jen Kirkpatrick (JK), Cher Rijnaard (CR), Clare Lankester (CL), Sandrine Le Moal (SLM), Emma Flusky-Garcia (EFG),
 Apologies: Alison Singleton (AS), Sarah Hawkins (SH)

		Action
1.	Welcome Prayer and Introduction The Chair, Chris Best started the meeting with a prayer and noted that Fiona Harnden has stepped down as Secretary. After discussing the role of Secretary, it was decided that the job role is to be sent out to the rest of the school to see if anyone would like to step forward and volunteer. MiS will send out the job description and advertise the vacancy	-
2.	Apologies for any absences Noted above	-
3.	<p>Recap of Previous Meeting</p> <p>Funding Requests Outdoor Wooden Play Area The committee was asked to confirm whether the Friends will support the school's request for funding in respect of the outdoor wooden play area. Mrs Matthews went through the final costings; the school will need £2,398.00. All agreed and AD will arrange the financial side.</p> <p>Funding Requests DJ Equipment CB confirmed to Mrs Matthews The Friends would be prepared to purchase Miss Cobb's DJ equipment as previously discussed.</p> <p>Further Requests CL asked if there are any further requests the school needs support on. Mrs Matthews will forward the school's 'wish list' to the Chair for consideration at the next meeting.</p> <p>Further Requests CR also asked if there is a possibility of hand dryers being installed which, they are in the new building but for EYES and KS1 they haven't due to noise sensitivity but, after discussions around specific low noise models and the fact the school currently spends approx. £1,000 per annum on hand towels it was decided that Mrs Matthews would look into a solution and come back to the Chair for further discussion.</p>	<p>AD</p> <p>CB</p> <p>SM/CL</p> <p>MM/CB</p>



<p>4.</p>	<p>Review of Previous Event / Feedback</p> <p>a. Christmas Bazaar The amount raised after expenses was lower than the previous year. There were discussions around suggested changes to activities and also a suggestion of possibly moving the fayre completely. After much discussions around the pros and cons of such a change it was decided that it may be beneficial to change the time of year the fayre is and it was decided that this year's Christmas Fayre would in fact be moved and will be held on 12th October and will have an Octoberfest theme although there may be an influence of the 6 Nations which would also be on so we may feature that at the fayre. Mrs Matthews confirmed that the Santa's Grotto could still be arranged and put on at Christmas. Perhaps a separate event after school one Friday with refreshments and food perhaps. This is to be discussed at the next friends meeting. ACTION: CC will speak to St Edward's Middle regards access to the playing field and also Windsor Brewery for support</p> <p>b. Happy Bags The amount raised was £349.00. The Chair advise there will be 2 more collections this school year which, we will be advised about in time. The Friends greatly appreciate Vicky Normoyle's efforts in organising/arranging this for the school. ACTION: Collection dates to be confirmed and parents notified.</p>	<p>-</p> <p>CC/CB</p> <p>CB</p>
<p>5.</p>	<p>Tesco Tokens CL confirmed that we won 1st prize (£4,000) and how the money will be spent in the school is still to be decided. Huge congratulations to CL for her help with the application forms, the Class Reps for promoting it through the Facebook pages and WhatsApp groups but also a huge thank you to all parents who shopped at Tescos.</p>	<p>-</p>
<p>6.</p>	<p>World Down's Syndrome Day 21st March 2019 The school will participate in World Down's Syndrome Day. It is a day where all children will be allowed to come to school with odd socks on in support to WSDS 2019. Further communication will go out to all children and parents and all money raised will go straight to the charity. ACTION: Mrs Matthew to ensure communication is sent out prior to event. ACTION: Class reps to promote through individual Facebook groups and also WhatsApp message boards.</p>	<p>SM ALL</p>
<p>7.</p>	<p>Future Events</p> <p>a. Discos - Arranged for Wednesday, 24th April. Miss Stone requested that Fledglings are to be included rather than separately. Timings were suggested as Fledglings 14:00 – 15:00, KS1 15:30 – 14:45, KS2 17:15 – 18:30.</p> <p>b. Curry Night - 14th March</p> <p>c. Brewery Night – To be arranged. ACTION: CR to ask Astrid if she would agree to arrange event</p> <p>d. Summer Fayre – Arranged for 15th June. First planning meeting arranged for Tuesday, 12th March (7:30 at The Horse and Groom, Windsor)</p> <p>e. Other Events</p> <p>i. Cake sale + 2nd Hand Uniform – 17th May.</p> <p>ii. Sports Day – 1st option 7th June 2nd option 13th June</p> <p>iii. Sponsored Mile – Date TBC</p> <p>iv. Holy Communion Refreshments – 09:10 (at school) 23rd May</p>	<p>SJ/SLM/JK</p> <p>FH CR</p> <p>CB</p> <p>TBC</p> <p>JK</p>



	<ul style="list-style-type: none"> v. Non uniform Day – 14th June vi. Circus – Date TBC vii. Outdoor Cinema – Date TBC viii. Christmas Grotto – Date TBC ix. Quiz Night – 22nd March x. Octoberfest/Autumn Fayre – 12th October 	<p>-</p> <p>JK/CC</p> <p>-</p> <p>-</p> <p>FH</p> <p>-</p>
8.	<p>AOB</p> <p>PTA Ticketing Platform SLM presented a PTA Ticketing Platform. This is a free website which, could be set up and would run to sell tickets, communications from The Friends and also task and volunteer management too. A link from the school's website to the platform could be arranged. ACTION: SLM to look at what would be needed to get this operational.</p> <p>RE Newsletter Mrs Matthews highlighted that there is a RE newsletter on the school's website which, it would be appreciated if we can all direct parents to. This gives information on the future events the church are arranging. ACTION: Class Reps to communicate through Facebook and WhatsApp message boards</p> <p>Communication A note to all Class Reps and Committee Members to keep reminding people of dates, events etc as unfortunately it has been seen many times that information is missed by parents and in order to keep interest as high as possible everyone needs to keep the communication going. ACTION: FH to look at the notice board for possible future use.</p>	<p>SLM</p> <p>ALL</p> <p>FH</p>
9.	<p>Next Meeting</p> <p>The Summer Fayre Planning Meeting Tuesday, 12th March and will be held at The Horse and Groom, Castle Hill, Windsor at 7:30pm. ACTION: CB to arrange and confirm. ACTION: CB to communicate to Mrs Mc A.</p> <p>The Next Friends Meeting Wednesday, 1st May and will be held at school at 7pm. ACTION: CB to communicate to Mrs McA for all parents. ACTION: Class Reps to advertise meeting through Facebook pages and WhatsApp message boards.</p>	<p>CB</p> <p>CB</p> <p>CB</p> <p>ALL</p>