# Minutes of the meeting

**Date**: 2 May 2017

**Location**: Staff Room, Cedarwood Primary School

**Attendees**: Heidi Thomson, Rob Mayhew, Sarah Linsell, Justine Payne, Natalie Bloomfield, Victoria Gosnay, Fiona Farrell, Mel Youngs, Tina Shute, Mrs King, Marcus Kwan

**Apologies:** Phil Chapples, Nadia Hanafi, Adele Locksmith, Tania Brink

## Minutes of the Last Meeting

The minutes of the previous meeting were approved by the Chair. All actions carried over to the next meeting.

## Financial Report

The £1000 contribution from Austwick Berry has been replaced by the purchase of the defibrillator and also tracksuits.

AP: Tina to check if this was done with the assumption that they are still the main sponsor.

The £100 raffle prize for the Summer Fair will be taken from the money remaining from last year.

## Recent Events

The disco was another success and raised £657

No information was known about the external event hosted by Adele.

## Fundraising

Foundation needs more help with the outside areas.

Also the fence around school needs to be replaced. Tina will find quotes for this work.

Fiona asked about the Tesco blue token scheme and has offered to put in the application for Cedarwood Primary school.

Sarah will speak to Kiln Farm and Jewsons about providing materials for the areas.

Natalie will contact Tesco about if they would be willing to assist with painting / gardening.

## Upcoming Events

**May Family Fun Day**

Agreed that Hunger Buster will be providing all refreshments

PFC will man a number of smaller activity stalls.

AP: HT to contact Mrs Bickford about after-school club and the event.

**Bring a Bottle Non-Uniform Day**

Heidi, Fiona and Nat will collect bottles on the day.

AP: Adele to advertise the event.

**School Music Concert**

Asked for support from the PFC to man the event including manning refreshments stalls and a raffle.

Nat and Fiona are going to help with a cold drink stall including alcohol and soft drinks.

AP: Nat to see if there is any wine left / buy some from previous events

AP: Andy to see if he can get Prosecco

AP: Sarah to obtain juice from Tesco

**Summer Fair**

Mrs King confirmed that the choir will perform

AP: HT to send out request for raffle tickets to the various contacts provided by Justine

AP: Agreed to sell raffle tickets at the stay and play sessions.

AP: Send out the requests to Yr 5 / 6 helpers

AP: Marcus to see if AIM would do a similar event to last year.

**Kesgrave Big Lunch Fun Day**

Volunteers are required for the event.

4 games including Play Your Cards Right, Nails board, stick a nose on a clown and lucky dip

**Quiz Night**

AP: Need to ensure that we have the hall booked.

## Spend Requests

Library books – books arrived.

Story Area – Still waiting for quotes

Leavers T-Shirts – being organised by the school.

Weighing scales – do we still want them?

## Any Other Business

• Cash for Clothes – Fiona to sign up for it and circulate bags shortly

• Book Sale – added in October. Suggest to align with the parents evenings

• Baker Ross – need to find out our school code

• Roving Yard Sale – sell a map of the pitches

• May Ball / Adults Disco?

• Talent Show as opposed to a disco

• Do we want to have an entertainer instead of a disco? Princess / pirates themed party for the younger children.

• Foreign Currency – collect old coins / loose change and exchange for cash. Nat to look into it.

• Victoria to look into sending old school shoes off to other countries.

• Sarah to find out if we still need all the forest school items. If so, to send out a request to parents requesting items.

## Events Overview

| Date | Event | Main Contact |
|---|---|---|
| 19 May 2017 | Family Fun Day | Nat and Fiona |
| 26 May 2017 | Bring a bottle dress down day | Heidi |
| 7 June 2017 | Bag2School Fundraising | Fiona |
| 8 June 2017 | School Concert | Mrs Youngs |
| 10 June 2017 | Queens Birthday | Rob |
| 23 June 2017 | Rob's Quiz Night | Rob |
| 15 July 2017 | Summer Fair | Justine (+ friends) |
| 20 July 2017 | Summer Disco | |
| Oct 2017 | Book Sale | Heidi |
| Nov 2017 | Astronomy Night | |
| 8th December 2017 | Christmas Fair | |
| 9th December 2017 | Santa Sleigh | |
| | Christmas Disco | |

## Next Meeting:

5th June at 7pm in the staff room.

## Actions:

| Number | Date Raised | Description | Owner | Comments |
|---|---|---|---|---|
| 5 | 28/03/2017 | Contact Roberto Ices to see if they are able to attend. | Fiona | Closed - attending |
| 6 | 28/03/2017 | Contact Hunger Buster to see if they are able to attend and provide food. | Fiona | Closed - attending |
| 7 | 28/03/2017 | Adele to see if we can get a Fire Engine / Police Car | Adele | |
| 8 | 28/03/2017 | Heidi to see if we can get the Scouts to provide rope bridges or other activities | Heidi | Closed – don't think so |
| 9 | 28/03/2017 | Heidi to see if Wren can provide more Prosecco. | Heidi | Closed – they can't |
| 10 | 28/03/2017 | Heidi to see if we can get the BBQ from the Scouts. | Heidi | Closed – no longer required |
| 11 | 28/03/2017 | Heidi to contact the book people to see if they can provide a reduced quote. | Heidi | Closed – weren't able to improve on quote. |
| 12 | 2/05/2017 | Adele to advertise Bring a Bottle Non-Uniform Day | Adele | Closed - completed |
| 13 | 2/05/2017 | Nat to see if there is any wine left / buy some from previous events | Natalie | |
| 14 | 2/05/2017 | Sarah to obtain juice from Tesco | Sarah | |
| 15 | 2/05/2017 | HT to send out request for raffle tickets to the various contacts provided by Justine | Heidi | Closed - completed |
| 16 | 2/05/2017 | Agreed to sell raffle tickets at the stay and play sessions. | All | |
| 17 | 2/05/2017 | Send out the requests to Yr 5 / 6 helpers | Justine | |
| 18 | 2/05/2017 | Summer Fair: Marcus to see if AIM would do a similar event to last year. | Marcus | |
| 19 | 2/05/2017 | Quiz Night: Need to ensure that we have the hall booked. | Rob/Sarah | |
| 20 | 2/05/2017 | Can we do a collection of foreign coins? | Natalie | |
| 21 | 2/05/2017 | 2017 Is there a place to send old school shoes to? | Victoria | |
| 22 | 2/05/2017 | Do we still need the forest schools equipment? If so, we'll send out a request to parents. | Sarah L | |
| 23 | 2/05/2017 | Cash for clothes – sign up for a Scheme | Fiona | Closed – arranged for 7th June |
| 24 | 2/05/2017 | Weighing scales – do we still need them? | Sarah | |

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| 25 | 2/05/2017 | Tina to check if this was done with the assumption that they are still the main sponsor | Tina | |
| 26 | 2/05/2017 | Sarah will speak to Kiln Farm and Jewsons about providing materials for the areas | Sarah | |
| 27 | 2/05/2017 | Natalie will contact Tesco about if they would be willing to assist with painting / gardening | Natalie | |
| 28 | 2/05/2017 | HT to contact Mrs Bickford about after-school club and the event. | Heidi | |
| 29 | 2/05/2017 | Baker Ross – need to find out our school code | Mel Youngs | |