



Friends of Ardleigh St Mary's School
Fun and Fundraising together

**Friends of AGM 6th October 2021 7:30pm
Minutes**

1. In Attendance

Donna Parker, Sue Partridge, Kelly Sutton, Louise Poulter, Frances Coombs, Emma Tunmore, Carla Bland, Keely Grothier, Sakura Dunn, Laura Flinders, Kirsty Nunn (via Zoom), Michelle Rush, Chantelle Weaver, Janice Perou.

2. Apologies

Catharine Farley, Kate Ruff, Sarah Bohannah-Smith

3. Welcome

- **Sue Partridge-** Chair Report 2020-2021- See full report attached.
- **Kelly Sutton-** Treasurer Report year Sept 2020-Aug 2021- KS shared the FO financial accounts for 2020-2021. She reported the FO current balance is **£4,805.00**

4. Committee Official

Officials stood down from their roles:

Chair-Sue Partridge **Treasurer-** Kelly Sutton **Secretary-** Emma Tunmore

Officials were re-elected:

Chair-Carla Bland - Nominated by Louise Poulter and Keely Grothier

Vice Chair- Laura Flinders- Nominated by Frances Coombs and Michelle Rush

Treasurer- Kelly Sutton- Nominated by Emma Tunmore and Sue Partridge

Secretary- Sakura Dunn- Nominated by Chantelle Weaver and Laura Flinders

A vote was held with a unanimous agreement for the election of officials.

Close of AGM

Friends of Committee Members

Carla Bland – **Chair** Laura Flinders- **Co-Chair** Kelly Sutton- **Treasurer**
Sakura Dunn – **Secretary** Donna Parker Sue Partridge Emma Tunmore
Kate Ruff Frances Coombs Sarah Bohanna-Smith
Keely Grothier Louise Poulter Janice Perou Catharine Farley
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5. 2021-2022 Calendar Events

Autumn Term

Halloween Disco – 31st October
Friends of Coffee morning – date TBD
Remembrance Sunday – 11th November
Children in Need – 19th November
Coach trip – 27th November
Christmas Fair – 3rd December
Nativity Refreshments – TBD
Breakfast with Santa – 13th December
Pantomime – 14th December
Christmas Lunch – TBD

Spring Term

Cinema Club – TBD
Pancake Breakfast – 1st March
World Book Day – 5th March
Red nose day – 18th March
Chocolate Bingo - TBD
Easter Egg Hunt & Raffle – Date TBD
Ardleigh's Got Talent – 26th March

Summer Term

Year 6 Leavers Gift – Date TBD
Family Picnic Quiz - TBD
Summer Fair/Family Fun Day - 18th June
New Starters Parents Evening – Date TBD
Year 6 Leavers Treat – Date TBD
Sports Day Refreshments – Date TBD
Last day of Term - TBD

6. Autumn Term Events/Fundraising/Volunteers

Autumn Term Events

Christmas cards - All members agreed to shelve this for 2021 and re-visit in final term to determine whether to organise for September 2022

Treasure hunt – All members agreed to shelve this for 2021

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Halloween disco - All members agreed that Halloween Disco would be good replacement for Treasure Hunt this year. DP noted that a strict risk assessment (including pandemic protocol) is required. She also noted that there is a 100-max capacity in the hall, which includes helpers/parents. Due to this, it was decided that the event could split into two separate times/groups (Key stage 1 and 2) should numbers require. All agreed that it would be prudent to limit attendance to children who attend Ardleigh school for safety and to mitigate risks. A letter of interest to be drafted by LF/CB. There was a discussion of prizes for costumes. All agreed due to Covid restrictions that serving food is best avoided and labelled bagged sweets could be sent home with children. MR suggested that all children could bring a named drink bottle with them to have squash; prizes **DP agreed that the event could be held on Halloween (Sunday) if Mr Cole or Mr Kempster are available to open and lock up the school. SP, KS, KG, LP, MR, CW, FC, JP all agreed to help with the event.**

Coffee Morning – All agreed it was important to organise an event with parents at the school to recruit new members. Many parents are not aware of FO and getting them involved could help with community-building that many of them have missed over the last two years. Agreed to add into the FO section in the weekly newsletter an introduction to who FO is and what they do, including email address, BACS link, and link to FO section of website (SD agreed to draft this). **LF agreed to run this event and DP agreed it could be hosted on school grounds, date to be agreed.**

Remembrance Sunday - DP advised that wreath has been ordered on behalf of school and no payment has been requested yet. **£30 cost approved unanimously agreed, if required.**

Children in Need – All agreed for FO to continue to set up Pudsey on stage again this year to collect donations. This is to be put out on the 12th and collected 19th November.

Cambridge Coach Trip – Letter has been sent out to families and 14 spots have already been sold. CB advised that she has also organised for this to be advertised in the Ardleigh Advertiser, free of charge. **CB, LF and MR are organising.**

Cinema Club – Movie selection can be a challenge, need 4-5 volunteers at minimum to supervise; Wednesdays are good day of the week for this. **Decided to wait to hold this event until new year due to DBS check and first aid requirements.**

Pantomime – DP advised that the coach and tickets have been reserved for Tuesday 14th December at 2pm. The coaches cost £725 was suggested that communications to school community should indicate that fundraising efforts and donations towards these will pay for the coach. **FO unanimously agreed to pay for the coach.**

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Nativity – DP advised that this is still being discussed at the school how and if this will be run, but if run, happy to have refreshments from FO at event.

Christmas lunch – DP advised that this is still being discussed at the school. Normally FO come in and set up children with DVD while teachers have a Christmas lunch together. This will require 10-12 DBS-checked volunteers in order to go ahead. If it moves forward, it will likely be the Wed/Thu of last week of school before Christmas break.

Christmas Fair – DP advised that this can be run but anything can change with pandemic. The group discussed holding the event outside and all in favour. Agreed to continue to do it on a Friday after school and date selected was 3rd December from 3pm-5pm. The group discussed opening to the village or keeping it as a school event. DP suggested advertising only to our school community including extended family and preschool to mitigate risk. Discussed looking into card reader machines and card payments with tokens which could then be sold in advance and at the table at the entrance. Four small gazebos and one large gazebo are available to use in case of inclement weather. There was discussion regarding class involvement in terms of stalls and whether continuing funding each class to produce items to purchase was enjoyed/feasible/fair for all the children. There were concerns that younger classes often earned less from their stalls. To level the playing field, it was agreed that all classes must make something that can be purchased at the stall and all supplies must be purchased with the monies provided by FO (i.e. no donations accepted). These rules will be set out to the school by DP and NK. Refreshments to be sold, including mulled wine. DP advised that this would require a license. This covers 7 days for £21. DP kindly offered to donate mulled wine mix, both alcoholic and non-alcoholic. Clear signage will be required for both and MR suggested that different coloured cups could be used to ensure that it was clearly visible if a child accidentally picked up an alcoholic drink. DP advised that someone at the pedestrian gate will be required. There was further discussion of how/if to involve Santa at this event. NK and DP suggested Monday, December 13th to align with Christmas Jumper day and the Methodist Church visit. **All members agreed organising a breakfast with Santa was preferable and DP agreed that this could be run in the school hall. Members agreed unanimously that each class shall be given £40 to create handmade crafts. It was agreed that a subgroup will be formed via WhatsApp to organise the Christmas Fair for 3rd of December.**

Alternative Fundraising Ideas

Family picnic quiz – Mr Cole has agreed to run quiz outside on school grounds where families can bring their own picnic and play. **It was agreed that this was a good idea and would be look at again at next meeting and planned for summer term.**

Car wash – This was discussed and decided against organising due to cost of water and potential to scratch cars.

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Fun run – This was discussed and decided against organising due to complicated and costly requirements including road closures and insurance.

Chocolate bingo – It was suggested by KS that a Chocolate Bingo evening could be a fun fundraising event for families. The whole family can participate to win chocolate. It was discussed that this could be held around Easter in the school hall. **It was agreed that this could be discussed and planned at next meeting and planned for spring term.**

7. Funding requests

Routine funding requests all unanimously agreed, including poppy wreath for Remembrance Day, World Book Day prizes, pantomime coaches, leavers books, leavers trip and Easter eggs for Easter Egg Hunt.

8. Outstanding funding agreements

DP advised that previously approved funding requests are still not required at this time.

9. AOB

DP expressed her heartfelt thanks on behalf of the staff of the school for all fundraising efforts and support through the pandemic, particularly at a time of high need for the school but also in a challenging time to fundraise, which required creative and safe ways to engage with the community and children.

DBS checks – As these are required for any unsurprised activities on school property, it was discussed if members and the school were in favour of FO paying for DBS checks for 2021-2022 for all FO members. DP suggested a list of current FO members could be verified against DBS to determine who currently held DBS checks that were valid at the school. All members unanimously agreed for all other DBS checks to be funded by FO. DP also noted that at least one FO member at events require First Aid Training and Food Hygiene training. DP noted that Food Hygiene Training can be easily taken. It was agreed to check with SBS if she had First Aid certification as a first step.

100 Club - KS advised that this was set to begin soon, and delays were due to GDPR requirements and processes. She is aiming to start the first draw in November and December upon completion of GDPR checks, with a letter going out shortly to school parents.

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Natasha Law – DP advised that the food serving policy at school was being revisited due to this new law to reduce the risk of death due to stion of an allergen. Moving forward, all pre-packaged food being served or sold requires clear labelling of ingredients. Ruth will support in ensuring compliance. Any homemade foods will also require signage with ingredients listed. It is also required to post signage that indicates that the school cannot guarantee that the food item was made in nut-free environment. For all permission slips for future events where food will be served, it will be required to list ingredients of foods as well as these disclaimers so all parents can review and are aware.

Next meeting - Wednesday January 19th at 7:30pm

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