The Friends of St Paul's School

Registered charity number 311003

Wednesday 20th June 2018

Present:
CJ, FS, AG, JMK, CE, CS, GE, VD, CL, EPW, LF, BC, RW, TG

Apologies:
CMK, KS, LF, NR

Note: Each year group should have a representative at the meeting. If neither rep can attend, please ask for another parent in your year group, or another rep to feedback to you.

AGENDA ITEM	MINUTE	ACTION
Minutes and matters arising	Panto tickets have sold out. Question raised about whether funding for Young Voices trip would be reconsidered. CJ confirmed allocation for this school year has been agreed and allocated based on feedback from parents and school. It was also approved by Committee at AGM, so changes can't be made at this stage. It was noted that KS2 has a higher spend than KS1 and that this is a select event for KS2, but that it would be reviewed for allocation in future.	-
Chair Role	A plea was made by FS on behalf of MC for a new Chairperson, this role can be shared and be done differently. There is alot of help and support from reps and parents, and this role will be supported by CJ as treasurer and BC as secretary. If the Chair role is not filled then teams will have to be appointed to organise events, or some events may need to be cancelled. A potential candidate did come forward, BC to send Chair spec, this role can be shared so any other person interested please contact Ms Cohen.	-
Feedback on: Coffee Afternoon (Y4)	It was a successful coffee afternoon, CJ confirmed that £123.70 was raised which was equally split with MacMillan and Friends making £61.85 each. Merchandise raised £70.	-
Important Dates: Textile Collection Autumn disco	4th October – drop off at 9am, collection at 10am • 12th October – run by Year 2 & Year 4. LF agreed to help Y2 at the EY/KS1 disco. • FS explained that no older siblings should attend the EY/KS1 disco with parent helpers.	-

Coffee Afternoon	• CJ and AP will buy sweets for the Autumn disco, but volunteers will be needed for the next disco on the 22nd March. • NR will be asked to see if the DJ is available for the next disco. • 9th November – run by Year 5 BC to inform RS/OM • CJ to check supplies and find pricelist • White polo shirts with school logo in good condition will be accepted for merchandise sale. BC to inform office. • RW suggested incentivising bakers, this was agreed to be a good idea. FS to ask MC to present "Star Baker" award at coffee afternoon.	**BC** **CJ/RS/OM** **CJ** **BC** **FS/MC**
Christmas Cards:	FS thanked everyone involved in the process. Feedback received: • Cards have been posted off. It was noted Year 6 cards were chunkier than anticipated & we aren't clear if this will impact scanning. • Clarification was needed on where the supplies come from – CJ confirmed that if resources exist in the classroom they can be used, otherwise the school can order, or bought by the friends. • Card designs – the templates for the Christmas cards are agreed by the friends in advance, any proposed changes must go through the friends and agreed at a meeting. • Templates to be submitted to CJ as soon as possible along with any leftovers • Suggested that school take this on as an art activity, FS to discuss with staff whether this could be teacher led, or joint, and perhaps managed differently for the different key stages. Key agreement was that this should be an enjoyable event for children, and all involved. • Year 4 "baubles" template should be changed – LF agreed to have a look at replacing this template.	**CJ to liaise if needed** **-** **-** **ALL** **FS/MC** **LF**
Christmas presents	• Christmas presents have been purchased and brought home to be wrapped and returned to CJ/BC, by Oct half term • Presents will be sold in a secret room at the advent market on November 24th and November 26th in the learning hub. • There are discussions with school whether we need a DBS checked helper in the learning hub or whether a staff member can be present with each class. Suggestion that coins are replaced with the selection boxes are previous years. CJ confirmed that chocolate coins had already arrived, the cost difference between the selection boxes (£180)	**ALL** **-** **CJ/MC**

	and coins (£80) was a driver behind this decision, each child will get a bag of coins.	
Advent Market	• Plea was made for set up and clear up especially on Friday from 3.30pm (children can be present and help), Saturday morning between 10.00 and 12.00 and clean up after. • Classes will be asked to ensure their allocated stalls are set up and also cleaned away for the advent market. • Cellophane cone bags will be sent out in bags to be filled. LF kindly agreed to insert instructions into each bag.	**ALL** **ALL** **LF**
Classlist	To comply with GDPR rules, classlist will be rolled out in place of whatsapp groups and parentmail friends communication. All friend's communication to ultimately be sent via Classlist, but will be rolled out will be in 2 stages – • The first stage will be used by anyone in the "Class Reps & Committee" whatsapp group. All involved in this group are asked to download the app as the whatsapp group will be deleted. This will enable any issues to be ironed out before the entire school roll out. • The second stage will be rolled out after the Advent Market – early December – to all parents and carers. Rollout will be communicated to the community via weekly newsletter. A plea was made for an administrator to help roll out Classlist. If you can help please contact CJ.	**ALL** - **MC**
Friends shed	The corrugated iron roof on the friends shed is leaking, a plea was made for anyone who would be able to have a look and fix the leak. School to put a request in Newsletter each week, if friends unable to find a volunteer	**FS/MC**
New fundraising ideas: Cash for coins Quiz night Treasure hunt	 Foreign coins/notes are collected throughout the year and exchanged at the end of the year. EPW and JMK kindly agreed to manage this. A cheese and wine quiz night was discussed and agreed as a good idea. NR confirmed a (grandparent) quizmaster is willing to be host this. Request was made for a volunteer to run this event. Previously a success. The timing doesn't work for October half term due to the additional requests for advent market, so to be run in February	 **EPW/JMK** **CS**

Next Meeting: AGM on Wednesday 7th November at 7.00 pm