The Friends of St Paul's School

Registered charity number 311003

Wednesday 7th November 2018

Present:
CJ, CMK, CS, KE, FS, TJ, BC, LT, JMK, CL, AG, VD

Apologies:
EPW, JE, KS, NR, RW

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	• Christmas presents – it was confirmed that we do not need a DBS helper to be selling presents in the hub on Monday 26th November as TA`s from each class will accompany children to the hub. Approx 4-5 helpers will be needed for 2 hours after drop off to sell presents. • Friends Shed – a parent will be looking at their availability to fix the shed over the next few days and confirming with CJ, if they cannot manage to fit the work in, CJ has another backup to look at the shed. it is likely have to pay for the labour and materials to fix the shed.	**CJ**
Chair Role	• Cherry Langford and Tolu Jacobs were unanimously voted in as co-chairs. Both Cherry and Tolu were thanked and welcomed into their roles.	-
Feedback on: Textile Collection Autumn disco	• Very successful textile collection, we raised £226.80. It was discussed that another extra collection should be organised for the Spring term, after February half term, which would result in 1 collection per term. • Amount raised was £469.36. Feedback received was that the ring lights were very successful but did not work, to be changed for the next disco. • For the EYFS/KS1 disco some parents lingered in the hall, need to confirm with parents before the next disco that only nursery parents are allowed to stay and all other children should just be dropped off. • Paul Bradshaw has kindly volunteered his DJ'ing services for the Spring and Summer discos.	**CL/TJ** - -

Christmas cards	• Profit of £317.50 made this year and cards are due back w/c 19th November. • Feeback so far has been that the quality may not be as good as APFS but this is reflected in the price. A survey monkey will be sent out after Christmas for feedback and to decide which company to use next year. • Y6 template will need to be reviewed – AG suggested a competition for pupils to design a template for next year to be discussed. • It was confirmed that this would be a teacher-led activity for next year with parent help.	- **CJ** **FS/MC** **FS/MC**
Important Dates: Coffee afternoon (Y5) Chocolate Tombola Christmas presents Nativity plays Coffee afternoon (Y6)	• Star baker will be chosen on Friday morning, announcement will be made in celebration assembly on Friday with a presentation to a Y5 pupil. • Collection for the Chocolate Tombola coincides with Children in Need. Year groups will need to be reminded that children should come in dressed in PJ's, with a £1 and Chocolate donations. • As discussed previously, 4-5 helpers needed for 2 hours slot • We will potentially sell refreshments at all nativity plays, need to confirm with Tracy that this will work with their schedule. Helpers will be needed to sell teas and coffees once this has been confirmed. • It was discussed whether this date could be moved as it is the Friday after the Advent Market but this is the only Friday that works for the school calendar.	- **ALL** **ALL** **FS/MC**
Advent Market	• Stall allocations were given out. • A plea for dads to help with manpower from 3.30, especially to carry the church tables from car park to the hall as they are extremely heavy. • Classes will be responsible for setting up their own stalls as well as clearing away. Classrooms will need to be ready for Monday morning, please check with teachers how they would like the rooms to be tidied away. • Secret room presents will need to be moved to the learning hub. • Extra help will be needed to take Santa's grotto down, clear	**ALL**

	up the BBQ, clear the church tables and to move any excess items into the shed. • Help needed on BBQ for the final slot. • Please let us know if you have any excess helpers as other classes may struggle. • Please remember to bring Christmas music for your classrooms. • Any questions/concerns please let CJ or BC know well in advance. • In response to a question about why Cones were being used, it was discussed that they were introduced last year to introduce variety, it was also noted that they were really successful last year and had sold out quite quickly. Anyone wishing to fill more than one cone should ask for spares from the office. A discussion will be had in January to review whether they were successful and whether they should continue next year. • Cake stall/Tea at the Ritz – a discussion was had as to whether cakes should be limited to homemade, due to the waste from last Advent Market and Summer fair as shop bought were not sold at all, it was agreed to only request homemade cakes. • Request was made for loan of cake stands please. Teacups / saucers, table cloths, cake slicers all for loan please and serviettes required too.	
Classlist launch	• CL spoke about a Classlist launch which would take place on the 7th December, where a helpdesk would be set up during the Y6 coffee afternoon to help answer any questions/concerns parents have. A cheatsheet will be sent out to all parents prior to the launch and volunteers will be needed to man the helpdesk. A request will be sent out via parentmail nearer to the time.	**CL**
New fundraising ideas: Cash for coins Quiz night Treasure hunt Amazon smile	 • To be launched in the New Year • NR kindly offered to cost up the quiz night as a cheese and nibbles night, AG explained that we could not sell alcohol at the event, so to ensure that the fundraiser is successful it was suggested that an increased ticket price and a BYO option may be the best option. • CS kindly offered to run this February half term • AG requested that the church be consulted on this	 **EPW/JMK** **NR** **CS** **BC**

Ink Cartridges	fundraiser given the media coverage. • Reminder to all classes that ink cartridges can be left in the office	**All**
Lottery grant for playground	• Once the school have received 3 quotes to improve the playground, CJ will work with Will Berdinner who has kindly offered his service to help submit the Lottery Grant application.	**MC**
AOB	• Chocolate coins vs selection boxes were discussed - it was agreed that coins would be provided again this year as they have been purchased and from a financial point of view there is no other stall that these could be used on without making a loss (santa's grotto chocolate has been donated). It was agreed that this would be added to the January agenda. • Christmas party – this will be a school led activity. Since the meeting it was confirmed that the Christmas lunch will take place on the 19th December, and that class parties will be organised on a different day (date TBC), a list of food will be requested by the school as will a request for parent helpers. • Christingle – it was queried whether this service was happening this year	- - **FS/MC** **FS/MC**

Next Meeting: TBC