The Friends of St Paul's School

Registered charity number 311003

Wednesday 23rd January 2019

Present:
MC, AO, FS, AG, LF, NR, EPW, JMK, KR, VD, KS, CL, TG, HC, CS, BC

Apologies:
CJ, RW, CMK, JE, KE, LT

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	• Follow up points are included in agenda items	-
Co-chair Role	• CL and TG discussed their vision for the Friends as co-chairs; they discussed the importance of working together and remembering we are doing this for our children. As a Friends team we can only do the best that we can and should not feel pressurised. They appreciated the help that was received at the advent market and were grateful to everyone involved, as they were new to the roles it was difficult and it was acknowledged that they did a great job on the Advent Market.	-
Financial update	To date on completed events we have raised £8149.17, This includes: • Advent Market raised £2,027 and we also received £1,901 Barclays Match Funding. Big thanks to Nicola Bone who encouraged 2 of her colleagues to come and man stalls at the advent market to allow us to raise this money. The summer fair aims to have around the same amount of match funding too. There are other companies like Tesco, Vodaphone, Cable & wireless, Yorkshire bank etc that have schemes that could support us – please ask around & see if anyone else could help – its easy money. • Nativity play raised £629.64 – Up £200 on last year due to DVD sales. As usual photos were a hit & a big thanks to Martin Butcher for taking them & Breege for organising • Pantomime raised £990 • Sale of Christmas Presents raised £200.35 – We sold 436 presents. This is down on last year where we sold nearer 550. Main reason seems to be the number of items sold in school on the Monday following the fair.	-

	Our spending to date is £2655 and includes: • £350 – Ben Vasey Dance Classes • £325 on new cameras • £500 - EYFS/KS1 went to the Barbican for a Peter & the Wolf music workshop • £395 – Image theatre came in to perform Pinocchio for the younger years • £730 saw the older children go to the Barbican to see Presto and Zesto in Limboland • 16 iPads have been purchased and will be built next week which is very exciting for the children.	
Feedback on:	**Advent Market** • The feedback was that it was a lovely atmosphere, it was appreciated that all the rooms were cleared at the end of the Advent Market and the teachers appreciated the tidy rooms on Monday morning. A debrief will take place with the sub-committee and the church in the next few weeks. **Coffee afternoons** • Coffee afternoons went well; the Star Baker award was a good idea but the launch hasn't been as successful as hoped and won't continue. • It was suggested that pocket money toys could be sold in future, it was agreed that this would be looked into. **Nativity Refreshments, photos & recordings** • The feedback was that selling refreshments outside went well. The timings for the afternoon performance didn't work well for parents as there was a 45 minute gap between vacating the hall and pick up. It was discussed that there is a safeguarding issue with having parents in the hall for the entire afternoon as a staff member will need to be on duty to supervise non-staff members being on school premises. The suggestion of morning only performances was discussed and will be considered in the planning meeting. • There was positive feedback on the photographs and recordings. • It was raised that the deadline for download cut off needs to be more obvious still as some parents missed out. **Father Christmas Visit** • The school children really enjoy the Father Christmas visit and were very grateful for the gift of the chocolate coins, Mr Kiel was, as always, a great Father Christmas. • Need to check if Mr Keil is ok to continue. • It was agreed that alternative present options would be investigated for next year to keep it interesting. • The feedback was that the quality of the chocolate coins was not great. KS offered to look into chocolate options.	CL/TG CL/TG MC Everyone KS

Important dates:	• Coffee Afternoon (Y3) – Books will be sold along with uniforms. NR kindly printed the Coffee afternoon posters. • Spring sponsored event – this event will be a pancake flip that will take place between the 4th and 6th March. LF kindly offered to purchase the wraps and print the sponsorship forms, she needs the template after half term. The sponsorship collection for KS2 hasn't been as successful as the lower years, other ideas were discussed for KS2, however it was felt that this was thoroughly enjoyed by all years and is overall a successful fundraising event. MC will ask the teachers to put together a class rota and 2 parent helpers would be appreciated for EY/KS1 & 1 parent helper for KS2. • Panto – Tickets have been reserved for Sleeping Beauty on Sunday the 15th December at 1.30. The tickets will not include an ice-cream. CL explained that for the last panto, Cinderella, the Alban Arena had not communicated that they were no longer providing ice creams at the interval and it was only discovered when she went to pick them up with Alison Parker.	- MC/LF/CL Reps -
New fundraising ideas:	**Cash for Coins** • To be reviewed and possibly launched after Easter. • Potentially a collection bin could be put out and/or collections points at coffee afternoons. **Quiz Night** • NR kindly offered to organise and cost up the quiz night as a cheese and nibbles night, CL/TG to discuss with NL. **Treasure Hunt** • CS kindly offered to organise this for May half term (EY/KS1 **Textile collection** • It was agreed to run a textile collection in this term.	EPW/JMK NR CS CL
Year 5 class reps	• There is a vacancy open for Y5 class rep, if anyone would like to help in this role, please contact CL or TG	
Friends shed	• A quote was received for the shed repairs which would cost £600 for a spot repair or £1.8k-£2k to fix properly. Need to consider options and whether a new shed would be a better investment.	CJ
Lottery grant for playground	• KS1 playground is being funded by the school and The Diocese of St Albans. We are waiting for approval from the ESFA. Once this has been approved, we will work in conjunction with The Diocese to have the KS1 playground equipment installed. • KS2 playground will be our next project. The quotation that has been chosen is £19,895.93 + VAT. This is the project that we would like the friends to help us with. We have spoken to a local school who did an application for Lottery Funding	- CJ/AO

	for playground equipment and they did not receive the grant. We have also spoken to the suppliers and they have said that unless you have a strong community link the school will struggle to get a grant from the lottery.	
Classlist	• The classlist app use is on hold, AO suggested sending agenda and minutes via Parentmail – this was gratefully accepted.	CL/TG/AO
AOB	• Chest freezer – A parent has kindly offered to have a look at the chest freezer to see if it can be repaired, if not, he has a chest freezer he is willing to donate. • Summer fair – is taking place on the 8th June, a sub committee will be organised, any parents willing to help to contact CL or TG. • Disco – it was suggested that hot dogs could be served at the disco, however it was agreed that this may not work whilst the disco is on. • It was suggested to have Christmas present sales before the Advent Market or before the December coffee afternoon which would allow for an extra sale. • A reception parent has offered to look into a prosecco night	TG/CJ/ LF CL/TG - - CS/VW
Upcoming dates	• Coffee afternoon (Year 2) – Friday 1st March • Pancake Flip – 4th – 6th March • Disco – Friday 22nd March • Mother Day Sales – 25th & 26th March	-

Next Meeting: Wednesday 13th March