

Hamsterley Primary School *Friends of the School Meeting*

Minutes of Hamsterley Primary Friends of the School Held Wednesday, 21st November 2018, 4.00pm School Hall

Present: Laura Newby Higginbottom (Chair), Allison Walker (Minutes), Clare Smith, Natalie Lee, Hilary Currie, Barbara Scott

	Agenda Item	Summary of Discussion	Action Required	Who	Date	Closed
1	Apologies	Sarah Merryweather				
2	Chair	It was agreed that Laura would chair this meeting.	Agree Chair at each meeting	All	Next meeting	
3	Notes of last meeting	N/A (first meeting)				
4	Matters Arising	N/A (first meeting)				
5	Christmas Party <ul style="list-style-type: none"> • Venue Confirmation • Date to be discussed/confirmed 	<p>A discussion took place with regards to organising a Christmas party. It was agreed that it would be a community party and Hamsterley Social Club was confirmed as the venue.</p> <p>A discussion took place with regards to the date Laura had previously discussed with the venue of Tues 11th. Would the Mon 10.12 or Wed 12.12 be available? Laura to contact the Social Club and see if these dates are available and feedback to everyone by email.</p> <p>Allison advised that the pupil school council are due to meet and it was agreed by everyone that children need to be involved. Allison will ensure she attends the school council meeting on</p>	<p>Laura to check dates and confirm back to everyone by email.</p> <p>Allison to attend the school council meeting this week and raise ideas. She will feedback by email.</p>	<p>Laura</p> <p>Allison</p>	<p>By Fri 23.11</p> <p>Fri 30.11</p>	

Hamsterley Primary School

Friends of the School Meeting

Agenda Item	Summary of Discussion	Action Required	Who	Date	Closed
	<p>behalf of the Friends of the School to ask children what games and music they would like at the party and to also see if children would be happy to make Christmas decorations for the party. A leaflet will also need to be produced by the children.</p> <p>It was agreed that a tombola/raffle would be arranged for the party, Allison will send a letter out to parents and mention at the school council</p> <p>Hilary will collate a spreadsheet with ideas/suggestions for the party and it was agreed that this will be shared at the next meeting or by google documents which Barbara will look into setting up.</p>	<p>Allison to send out a letter to parents/mention at school council asking for small tombola/raffle prizes.</p> <p>Hilary to collate a spreadsheet with ideas/suggestions for the party and share with the group.</p> <p>Barbara to look into setting up a group google docs for the group as a way of communicating with each other.</p>	<p>Allison</p> <p>Hilary</p> <p>Barbara</p>	<p>Fri 23.11</p> <p>Asap</p> <p>Asap</p>	
<p>6 Agree distribution of roles</p>	<p>Everyone agreed that they are all happy to help out and perhaps do not need someone to lead. Regular meetings could take place to all share suggestions/ideas and then plans put in place following meetings.</p> <p>Allison is happy to carry out admin, i.e. letters out to parents, minutes, etc.</p> <p>Natalie and Barbara are happy to be the Treasurers (see item 7).</p>				

Hamsterley Primary School *Friends of the School Meeting*

	Agenda Item	Summary of Discussion	Action Required	Who	Date	Closed
7	Funding – Account Management	<p>A discussion took place with regards to how the Friends of the School would bank/audit the funds and it was agreed that a bank account would be opened in Friends of the School name.</p> <p>It was agreed that Natalie would be treasurer and Barbara would look into opening an account and also becoming the second signatory on the account.</p> <p>The account would need to be audited annually.</p>	Barbara to look into bank account.	Barbara	asap	
8	<p>Any other business</p> <ul style="list-style-type: none"> <li data-bbox="149 857 499 922">• Friends of the School Logo <li data-bbox="149 1133 499 1198">• Outdoor Sports Equipment Bid 	<p>A logo needs to be agreed and a suggestion was made that the children could design the logo and slogan for the Friends of the School and make it into a competition with a prize for Class 1 to design the logo and Class 2 the slogan. Allison will liaise with School Council.</p> <p>Allison mentioned that the school is currently in the process of submitting a bid for up to £10,000 for new playground /sports equipment. Feedback has been sought from parents and will be discussed at the School Council. A question was raised that if there was a shortfall would the Friends of the School be happy to raise funding towards the project. Everyone agreed that this could be the next fundraising project.</p>	Allison to liaise with School Council to see if they would be interested in running a competition to design the logo.	Allison	23.11.18	

Hamsterley Primary School *Friends of the School Meeting*

	Agenda Item	Summary of Discussion	Action Required	Who	Date	Closed
	<ul style="list-style-type: none"> • Fundraising Ideas 	<p>Some future suggestions were: -</p> <ul style="list-style-type: none"> • Bag packing at Tesco • Craft Stall selling items made by the children • Carol Singing <p>It was agreed that we would meet next term to discuss future events and concentrate on the Christmas party.</p>				
9	<p>Date & Time of Next meeting</p> <p>Meeting closed at</p>	<p>To be confirmed</p> <p>5.00pm</p>				