

Friends Association of Great Chart Primary School Committee Meeting
Tuesday 19th November 2024- 7pm - Great Chart School

1. Present

Amanda Oliver, Kate Brown, Khadija Hamid, Sarah-Marie Collins, Natalie Phillips, Jenny Thomas, Nicola Bellman, Jennifer Keen, Claire Tatton, Michelle Noakes, Sam Ogbaide, Shelly King

2. Apologies

Wendy Pang

3. Conflicts of Interest

Nicola Bellman – Governor at Goats Lees Primary School, Trustee of Towers Tiny Tots

4. Minutes of the Previous Meeting

Accepted as a true account of the meeting with no matters arising.

5. President's Report

Welcome back to our November meeting. Please could I send my apologies for this evening, however I leave you in the very capable hands of Mrs Thomas.

Please could I say a huge congratulations to you all for putting on such a successful Fireworks Event. The children were buzzing about it last week and we are excited to find out the final total. Parents and staff were also extremely positive about it. Thank you to you all for your meticulous planning and organisation to make the event run smoothly. It really is such a great event but I appreciate it has its challenges.

I know you are in full swing planning some great events throughout this year and with Christmas around the corner you are all very busy. The Christmas Fair sounds like a very exciting event and with the discos and Elfridges I hope you receive lots of support.

We are extremely grateful for everything the team does to support the school so thank you for all of the efforts you have made already.

6. Chair's Report

Good evening and thank you for joining us.

This next month is going to be busy and exciting!

A massive thank you to everyone who helped at fireworks. It was an amazing evening and I think it's safe to say that everyone enjoyed it. The buzz on some Facebook pages was nice to read! We did have a few complaints regarding the noise level, but what can you do? It is something we are aware of though, and will make sure that the noise will be reduced for next year. I do think we need to book Liam now for next years (2nd November 2025)

There are a few things which we may need to consider for next year, which I'll go through later.

We have raised an amazing amount, again thank you to everyone who helped. We really couldn't put on these events without your support.

We now move on to the Christmas Fair, Christmas Disco and of course Elfridges.

7. Treasurer's Report

Income since last report

Date	Event	Item	Incoming
16/10/2024	Christmas Fayre 2024	Stallholder payments	£15.00
17/10/2024	Christmas Fayre 2024	Stallholder payments	£45.00
17/10/2024	PJ Party 2024	Cash payments	£15.00
18/10/2024	PJ Party 2024	Online store sales (total)	£843.38
21/10/2024	Christmas Fayre 2024	Stallholder payments	£15.00
23/10/2024	Christmas Fayre 2024	Stallholder payments	£15.00
01/11/2024	Christmas Fayre 2024	Stallholder payments	£15.00
03/11/2024	Fireworks 2024	Pre ticket sales - after float	£6,437.09
03/11/2024	Fireworks 2024	Gate ticket sales - after float	£1,554.60
03/11/2024	Fireworks 2024	Glow wands - after float	£926.30
03/11/2024	Fireworks 2024	Refreshments - after float	£492.70
03/11/2024	Fireworks 2024	Donut presales	£121.39
03/11/2024	Fireworks 2024	Event card sales (wands and refreshments)	£1,013.13
05/11/2024	Fireworks 2024	Catering van - Two Tones	£160.00
05/11/2024	Christmas Fayre 2024	Stallholder payments	£15.00
07/11/2024	PJ Party 2024	Cheque payment	£5.00
12/11/2024	Christmas Fayre 2024	Stallholder payments	£15.00
13/11/2024	Fireworks 2024	Sparklers - refund	£89.95
		Total	£11,793.52

Outgoings since last report

Date	Event	Item	Outgoing
03/10/2024	Fireworks 2024	Glow wands	£695.07
03/10/2024	Fireworks 2025 (or other event TBC)	Glow wands (cost of leftover stock from Fireworks)	£547.20
03/10/2024	PJ Party 2024	Licence	£104.36
07/10/2024	Fireworks 2024	Candy floss & dummies	£68.72
07/10/2024	Christmas Fayre 2024	Candy floss & dummies (cost of leftover stock from Fireworks)	£158.04
07/10/2024	Christmas Fayre 2024	Sweets	£74.16
07/10/2024	Christmas Fayre 2024	Prizes & Father Christmas gifts	£352.62
16/10/2024	Christmas Fayre 2024	Decorations	£21.91
21/10/2024	Fireworks 2024	Sparklers	£89.95
21/10/2024	Fireworks 2024	Ambulance	£340.80
21/10/2024	PJ Party 2024	Refreshments	£114.16
30/10/2024	Fireworks 2024	Krispy Kreme Donuts	£225.00
03/11/2024	Fireworks 2024	Refreshments	£81.78
03/11/2024	Christmas Fayre 2024	Refreshments (cost of leftover from Fireworks)	£56.42
03/11/2024	Fireworks 2024	Fireworks display	£1,900.00
13/11/2024	Christmas Fayre 2024	TEN	£21.00
		Total	£4,851.19

Fireworks Night 2024

Based on what other displays were charging, we increased the price of a child ticket by £1, meaning that we could better cover costs and still remain competitive. Whereas last year, we sold out in advance, this year we had around 300 spaces available on the gate, which were at a higher price. Both of these combined meant that this year's fireworks raised about £1,000 more than last year, with our total profit for the event after all costs being an absolutely amazing £7,393.82.

We decided to invest heavily in the glow wands to avoid disappointment of children on the night, but these and the candy floss did not sell out. Therefore, we have leftover stock of glow wands and refreshments that have been accounted for separately and will therefore go against the profits of the

events that they are eventually used for to avoid these stalls running at a loss in the Fireworks 2024 P&L.

After ParentKind changed our insurance policy last minute, we were unable to run our Sparkler Station, but the sparkler company collected our items and gave us a full refund, so we did not experience any loss as a result of this change. We agreed that this was probably a blessing in disguise as would have required an additional three helpers which we did not have.

Event Ticket Income Accounting

Due to our increased use of the Sum Up shop for events, it is not possible to have a date related line for the sales in our accounts, as we have to work out the final income for each item type at the end of the sales. This is due to the payouts coming as one lump sum per date and not split out by ticket type. The final totals for each ticket type are worked out by reviewing how many are sold and taking off the fee % (1.69% for card payments, 2.5% for online store) and any refunds. This is slightly complex, but there are good reporting tools on the Sum Up website meaning the required information can be easily accessed.

Submission of Accounts

Our accounts have been submitted to Vicki's contact for checking. Timescales for return of them have been requested.

Current Balance

As of 18th November 2024, we have £31,873.82 in the bank, plus petty cash in the treasurer's possession that includes the 50p pieces withdrawn for the sparklers, which will be used for the Christmas Fair. The current balance will include the Father Christmas and Snow Globe payments made via the online store, which will be accounted for in the next report.

8. Fireworks Night

Feedback received after the event has been very positive.

One complaint was made to Ashford Borough Council that the fireworks were excessively loud. Sarah-Marie has sent an official letter of apology and we will consult with Liam about next year's display. However, the committee were reluctant to make too many changes as those who watched were extremely pleased with the display.

Everything ran smoothly, we did have a few issues setting up with the lights, but thankfully that was sorted relatively quickly.

Liam did an amazing job! The fireworks were stunning.

We definitely need more marshals.

Refreshments and glow wands went well as always.

Unfortunately we had to cancel the sparklers at the last minute due to a change in insurance.

For next year, we will speak with Liam to see if it is possible to move back where the fireworks are being let off from.

Our refreshments may have lost trade to the outside vendors and so next year we will consider moving our refreshments to another location.

The quality of food provided by Two Tones was discussed and it was agreed to look for an alternative food van for next year.

Refreshments and Glow wands need two floats next year.

It was suggested that next year we have fairground rides to keep people entertained whilst they wait.

We are having rides at the Christmas fair so we agreed to see how that goes first.

Next year we definitely need someone on the gate while the fireworks are happening.

9. Christmas Fair

We really are in full swing for the Christmas Fair. All snow globe slots are sold, and as of Monday 18th November, we have 2 slots for Father Christmas left. It's gone down really well.

Food Stalls are confirmed. We have Precious Moments who will be supply waffles & ice cream and Street 2 Streets who have confirmed they will be supplying GF and Vegan options.

We also have a band attending free of charge thanks to Sarah.

Rides are attending.

We are going to do a raffle to win a hamper full of Christmas edible/drinkable goodies and if we have enough maybe a pamper hamper. Donations have been coming in nicely at the moment Tickets will just be sold on the day and drawn at the end of the fair.

We have also been donated 6 bottles of mulled wine.

We have a good number of craft stalls attending too.

Nicola proposed that Natalie and Sam should be the counters for the Christmas Fair. This was unanimously agreed to.

The following prices were agreed for refreshments:

Christmas Lollies – £1

Baileys Hot Chocolate - £4 and Hot Chocolate - £2

Mulled Wine - £3

Dummies - £1

Candy Floss - £2

Natalie to order mince pies which worked out at 22p each and to be sold at 50p.

Natalie will also order icing sugar and sprinkles for the biscuit decorating, and mulled wine and Baileys.

Miss Molly's Digestives to be used as these as suitable for vegans.

Claire will ask Singleton Church if they would like to run the biscuit decorating activity.

It was agreed to charge the following prices for stalls:

Wine Tombola – 3 tickets for £3

Adopt a teddy – 50p for small - £1 for medium - £2 for large

Reindeer Hoop – 3 hoops for £1

Snowman Tin Can Alley – 3 balls for £1

Festive Throw – 3 balls for £1

Knock the elf of the shelf – 3 balls for £1

North Pole Treasure Hunt – 50p

Hook a Bag - £1

Christmas Pudding Ping Pong – 3 balls for £1

Candy Cane Lolly – 50p

Hook a Bauble - £1

Tug a tinsel - £1

Name a teddy – 50p a guess.

Raffle - £1 a ticket

We will be coming in:

Monday 25th November to wrap Father Christmas presents

Volunteers: Amanda, Sarah-Marie, Jill, Jen, Alice and Michelle

Wednesday 27th November from 1.30pm

Volunteers: Amanda, Sarah-Marie, Hayley, Jen, Alice and Mrs Noakes

Friday 29th November from 10.30am

Volunteers: Amanda, Sarah-Marie, Jen, Alice and Mrs Noakes so far.

10. Elfridges

Friday 6th December is non-school uniform day for a donation to Elfridges. We will be collecting at KS1 and KS2.

Volunteers: Amanda, Sarah-Marie, Hayley, Jen.

Afterwards we will be sorting out straight away.

11. Christmas Disco

Tickets are going on sale ASAP £5 per ticket to include drink and crisps. Tickets will be sold via Arbor. Cut off is Tuesday 3rd December.

Years 1-2 4pm – 5pm

Volunteers: Amanda, Sarah-Marie, Hayley, Kate, Chantelle, Nicola
Years 3-4 5.15pm-6.15pm
Amanda, Sarah-Marie, Hayley, Kate, Jen, Chantelle, Nicola
Years 5-6 6.30pm-7.30pm
Amanda, Sarah-Marie, Hayley, Kate, Jen and Chantelle

12. **Any Other Business**

We agreed to buy new extension leads.

As we are currently asking parents for a lot, we agreed to donate 25% of Elfridges to Save the Children as Elfridges coincides with Christmas jumper day. This will be added to the poster.

13. **Important Dates - Future Events**

Sunday 1st December – Christmas Fair
Friday 6th December – Christmas Disco
Friday 6th December - Donations for Elfridges (Non Uniform Day)
Friday 13th December - Elfridges
Friday 21st March - Donations for Someone Special Sale
Friday 28th March - Someone Special Sale
Monday 31st March- Easter Raffle Draw
Tuesday 22nd April - Sunflower Surprise
Friday 2nd May - Doughnut Sale
Friday 16th May - Disco
Friday 23rd May - Doughnut Sale
Friday 6th June - Donations for Summer Fete
Friday 6th June - Frozen Fridays Start
Friday 13th June - Someone Special Sale Friday
Saturday 21st June - Summer Fete
Saturday 12th July - Y6 Leavers Party

14. **Dates For Future Meetings**

Tuesday 10th December
Tuesday 14th January AGM
Tuesday 11th February
Tuesday 12th March
Tuesday 29th April
Tuesday 20th May
Tuesday 17th June
Tuesday 1st July