

Friends Association of Great Chart Primary School Committee Meeting
Tuesday 26th September 2023- 7pm - Great Chart School

1. Present

Natalie Hubbard, Vicky Prigmore, Wendy Pang, Sarah-Marie Collins, Natalie Phillips
Michelle Noakes, Jennifer Keen, Katie Brown, Claire Tanton, Amanda Oliver, Khadija
Hamid

2. Apologies

Samuel Ogbaide, Shelley King

3. Minutes of the Previous Meeting

Accepted as a true account of the meeting.

4. President's Report

Welcome back to another school year and welcome to any new parents who would like to join our team. A member of the Senior Leadership Team, including myself, Mrs High or Mrs Thomas, attends each meeting throughout the year to support the Friends' in their plans to raise money for the school.

Last year the Friends' raised money through some great events: The Annual Firework Event, Elfridges, Someone Special Gift Shop, Easter Raffle, School Discos, Summer Fete & Raffle, Frozen Fridays and Pre Loved Uniform. They also supported school events by providing refreshments such as during Sports Day.

We are extremely grateful for everything the team does to support the school but a special mention must be given to Natalie and Vicki for all of the efforts they have made to ensure the Friends' Association continues to be a strong fundraising team. Thank you to you all.

We are now looking forward to hearing your plans for this school year and to look forward to more fun and games! Thank you

5. Chairperson's Report

Hello and welcome to our September meeting. A new school year has started again!

This is the first meeting since the Summer Fete, Sports Day and the Leaver's Disco. All of these events were hugely successful and enjoyed by the children and their families. Our next event is Firework Night and this is our largest event of the year so we will need a lot of support on the day.

There will be two more events leading up to Christmas which will be a disco and Elfridges.

After Christmas it will be the AGM where Vicki and I have decided to step down as co-chairs. We both feel that after many years in the role it is time for somebody else to take over. We will of course be happy to help at events.

If you would like any information regarding the role, we are more than happy to talk to you. It is a challenging but rewarding role knowing that you will be providing for your children.

6. Treasurer's Report

Income since last report

Date	Event	Item	Incoming
23/06/2023	Frozen Fridays	Cash takings minus float	£149.90
23/06/2023	Frozen Fridays	Card takings	£153.37
24/06/2023	Summer Fete	Cash takings minus float	£3,190.51
24/06/2023	Summer Fete	Raffle card sales	£30.48
28/06/2023	Summer Fete	Doughnut van	£38.00
30/06/2023	Frozen Fridays	Cash takings minus float	£63.00
30/06/2023	Frozen Fridays	Card takings	£73.75
06/07/2023	Summer Fete	Post event raffle sales	£416.20
07/07/2023	Summer Fete	Post event raffle sales	£206.00
07/07/2023	Frozen Fridays	Cash takings minus float	£80.00
07/07/2023	Frozen Fridays	Card takings	£152.39
08/07/2023	Summer Fete	Post event raffle sales	£202.00
08/07/2023	May School Disco	Ticket money - missed balance of payment	£2.00
10/07/2023	Summer Fete	Post event raffle sales	£110.00
11/07/2023	Summer Fete	Post event raffle sales	£37.00
11/07/2023	Sports Day	Refreshments sales - cash minus float (£80)	£28.00
12/07/2023	Sports Day	Refreshments sales - card payments	£16.73
12/07/2023	Leavers Do 2023	£100 donation for pizzas	£100.00
12/07/2023	Leavers Do 2023	Ticket money - Arbor	£320.25
12/07/2023	Leavers Do 2023	Ticket money - cash/cheque/bank transfer	£442.00
14/07/2023	Frozen Fridays	Cash takings minus float	£93.50
14/07/2023	Frozen Fridays	Card takings	£112.09
17/07/2023	Frozen Fridays	Card takings	£38.36
		Total	£6,055.53

Outgoings since last report

Date	Event	Item	Outgoing
22/06/2023	Summer Fete	Coconuts	£16.50
22/06/2023	Summer Fete	Pimm's tent drinks components	£14.18
22/06/2023	Summer Fete	Other refreshments	£80.19
23/06/2023	Summer Fete	Pimm's tent drinks components	£9.00
23/06/2023	Summer Fete	Pimm's tent drinks components	£7.56
23/06/2023	Summer Fete	Ice Creams	£163.00
23/06/2023	Frozen Fridays	Ice Creams	£128.62
23/06/2023	Summer Fete	Sweetie prizes	£11.38
24/06/2023	Summer Fete	Balance of bouncy castle	£50.00
24/06/2023	Summer Fete	Tombola tickets	£7.50
30/06/2023	Sports Day	Ice poles	£37.50
30/06/2023	Frozen Fridays	Ice Creams left from fete	£43.08
30/06/2023	Frozen Fridays	Ice Creams	£73.57
05/07/2023	Leavers Do 2023	Balloons	£94.00
05/07/2023	Leavers Do 2023	Foil curtains	£15.78
08/07/2023	Frozen Fridays	Ice Creams	£39.97
13/07/2023	Leavers Do 2023	Aldi food and drink	£35.10
13/07/2023	Leavers Do 2023	Brakes food and drink	£20.62

13/07/2023	Frozen Fridays	Ice Creams	£47.52
13/07/2023	Leavers Do 2023	Keyrings	£177.00
15/07/2023	Leavers Do 2023	Ice creams	£130.00
15/07/2023	Leavers Do 2023	Pizza	£75.00
15/07/2023	Leavers Do 2023	DJ	£100.00
16/07/2023	Leavers Do 2023	Photos	£36.00
Total			£1,413.06

Summer Fayre P&L

After all costs and once cash was banked, the total profit for the summer fayre was £3,453.67. This does not include the match funding, which was claimed by and sent straight to the school. Stalls where there were costs involved achieved the following profits:

Stall Name	Profit after costs
Pimms	107.20
Children's tombola	383.95
Bouncy slide	131.50
Refreshments	86.31
Raffle	974.84
Coconut shy	55.50
Adult tombola	316.25
Ice creams	172.00
Games	875.41

Frozen Fridays P&L

After the final sales and costs were accounted for, this initiative raised an amazing £729.07. There were a few lollies left which were donated to Lilly's Café.

Leavers Party 2023

A note that for 2024, the ticket price will need to be at least £14 to cover all costs, including pizza, so that we are not having to find free food last minute. This year we were only able to cover all costs from the ticket sales due to an unexpected donation of £100 from a Facebook plea to have pizza donated.

Current Balance

£11,945.93 in bank, plus cash in treasurer's possession.

7. Fireworks

To be held on Sunday 5th November

Volunteers – Michelle Noakes, Katie Brown, Sarah-Marie Collins, Claire Tanton, Vicki Prigmore, Natalie Hubbard, Amanda Oliver, Khadija Hamid, Natalie Phillips (Counting) Vicki to ask the other Friends' volunteers not present to help.

Outside stalls: Burger van and doughnut van which will also serve candy floss, cold drinks and slushies.

Friends Association to serve hot drinks and will use the urn for tea and coffee. The urn to be kept on a trolley so it can be pushed into the hall ahead of the fireworks display so it is not left unattended.

Natalie P. will speak to Butterfly Cups to see if they will donate cups with built in lids to avoid accidents.

Natalie P demonstrated the Sum Up shop and it was unanimously agreed that this would be a good way to sell tickets. The Sum Up shop charges on each transaction so it was agreed to add 25p to the online tickets to cover this. There will be a presale for Great Chart School families to ensure that they can get tickets ahead of the general public. This will be advertised via email, Class Dojo and on the eBulletin. Natalie P. to include that 'all children must be accompanied by an adult', 'that children are aged 3-17' and 'no sparklers' to the information on the shop. The Friends volunteers will also sell tickets after school 16th-20th October and 30th October – 3rd November.

It was agreed to set a maximum of 1200 attendees for this event.

8. Christmas Events

Elfridges – to be held on 8th December

Volunteers – Natalie Hubbard, Natalie Phillips, Sarah-Marie Collins, Michelle Noakes, Jennifer Keen, Claire Tanton, Amanda Oliver, Khadija Hamid

Non School Uniform Day for Elfridge gifts will be on 1st December

Gifts to be sorted on Monday 4th December

We will need to ask parents to donate wrapping paper. Natalie P will also ask Tesco if they will donate any.

Christmas Disco – to be held on 8th December

Volunteers – Natalie Hubbard, Natalie Phillips, Sarah-Marie Collins, Michelle Noakes, Jennifer Keen, Claire Tanton, Amanda Oliver, Khadija Hamid, Katie Brown

First Aider – Katie Brown

No phones to be brought to the disco by children

Timings

Y1 & 2: 4pm- 5pm

Y3 & 4: 5:15pm-6:15pm

Y5 & 6: 6:30pm - 7:30pm

9. AOB

Pre Loved Uniform to be sold on 9th October.

Friends Coffee Morning to be held on 20th October.

Sarah-Marie suggested having a Friends Lite. A Whatsapp group for parents who don't want to attend meetings but would be happy to attend events.

10. Dates of Next Meetings

Tuesday 17th October

Tuesday 14th November

Tuesday 12th December

Wednesday 17th January AGM

Wednesday 7th February

Wednesday 13th March

Wednesday 24th April

Wednesday 19th June