

Friends Association of Great Chart Primary School Committee Meeting

Tuesday 11th March 2025 – 7pm – Great Chart School

1. **Present** Mrs High, Amanda, Sarah Marie, Kate, Nicola, Natalie, Michelle, Shelly, Claire
2. **Apologies** Alice, Vicky, Mrs Pang
3. **Minutes of the Previous Meeting**
Agreed

President's Report

Welcome to our March meeting. Sorry I can't attend this evening but I know you will be in the very capable hands of Mrs High. Since our last meeting in February I know you have been very busy organising various events: Book Character Hunt, Something Special Sale, Easter Raffle and the new sponsored Bunny Hop, as well as all the events planned for the Summer Term.

The Book Character Hunt was enjoyed by many families over the weekend. I had some really lovely feedback and the photos on FB demonstrated how much the children enjoyed the event.

Once again we are looking forward to the Something Special Sale and I'm sure parents and carers are excited to see what gifts they may receive- hopefully nothing they donated!

We are looking forward to the sponsored Bunny hop. It's always exciting to introduce a new event to the calendar for the children.

Thank you to everyone involved in these events. The planning and then delivery of such events doesn't just happen. We appreciate all of the hard work which goes on behind the scenes and also the forward planning to think about new events which I know you have exciting ideas for.

We are looking forward to the remainder of the year and all the events you have planned. Thank you for your support.

Mrs Pang

Chairperson's Report

Our quiet spell has ended and now it is all go go until the end of the year! Scary to think that our summer fete is just 3 months away!!!

It's Saturday 21st June just in case anyone needs reminding.

We have quite a few events coming up between now and the next meeting, so please bear with me tonight, as we do have a few things to go through.

Thank you

Book Hunt

This year the book hunt was more popular than last year, maybe the weather being warm and sunny helped! In total we sold 77 maps, which we were pleased about.

It was such a shame that some individuals thought it was such a good idea to tear down and cut the character posters around singleton. However, this did not stop people going out and about and enjoying themselves. The feedback given on the playground Monday morning, was so positive!! A big thank you to Nicola at Little Music Stars, Hayley's brother-in-law Craig from A&A Formwork and Khadija's husband Shahid from Retina Clinic who all donated some funds to go towards buying books as prizes and vouchers as a prize for 4 lucky dress up winners. This means that everyone who purchased a map will receive a book!! They will come down Friday afternoon and choose.

I know this event does not raise a lot of funds, however providing the weather is nice, it is a lovely little event to do!

We need to decide if this is something we do every year, or every other year?

If we decide every other year, any ideas on what we can do instead? **AGENDA ITEM**

Easter Raffle

As you all know from my whatsapp message, we have decided to purchase printed raffle tickets. This means that we can actually send raffle tickets home in book bags, as well as selling after school. It was a little outlay but I'm confident what we raise will be more, and justify that outlay.

We have had donations from Morrisons in Folkestone, Little Music Stars, Asda and M&S. I'm awaiting on hearing back from Tesco's. We also have a lovely bunny that was donated at the Christmas fair, which we kept back – which will be a lovely prize alongside a small egg. A trustee suggested maybe adding an item that isn't chocolate item this was agreed.

We are selling tickets for 2 weeks, starting 17th March ending 28th March. We are hoping the tickets will be going out in book bags the early stage of the first week. The draw will take place at the school with a witness on Monday 31st March – they have till the end of the week to collect.

Treasurer's Report

Income since last report

Date	Event	Item	Incoming
13/02/2025	Book Week Trail 2025	Donation for prizes	£50.00
26/02/2025	Book Week Trail 2025	Donation for prizes	£50.00
04/03/2025	Book Week Trail 2025	Donation for prizes	£60.00
04/03/2025	Book Week Trail 2025	Card takings	£19.67
05/03/2025	Book Week Trail 2025	Card takings	£7.87
06/03/2025	Book Week Trail 2025	Card takings	£7.87
07/03/2025	Book Week Trail 2025	Card takings	£15.74
07/03/2025	Misc	Asda funding	£363.47
10/03/2025	Book Week Trail 2025	Cash takings	£81.90
10/03/2025	Book Week Trail 2025	Card takings	£19.70

11/03/2025	Misc	Ashford Borough Council grant	£500.00
		Total	£1,176.22

Outgoings since last report

Date	Event	Item	Outgoing
11/02/2025	School donation	2025 annual donation	£20,000.00
11/02/2025	School donation	Tesco blue tokens	£1,000.00
11/02/2025	School donation	Bench grant	£2,460.00
24/02/2025	Misc	Giant cheque	£21.88
07/03/2025	Easter Raffle 2025	Raffle ticket printing	£64.20
	Book Week Trail		
10/03/2025	2025	Books	£108.00
		Total	£23,654.08

Book Week Trail P&L

This event raised £152.75 in map sales after card fees (77 maps sold). Due to the kind donations from three parent-owned businesses totalling £200 (£160 for books and £40 book tokens), there were no outgoings for this event, therefore all monies raised can go straight to the Friends Association. It should be noted that without these donations, we would not have made any money from the event, or would have had to have had only a few prizes. £52 was left over from the cash donations that can be used for next year's prizes.

Also, we had a lot of challenges with our pictures and arrows being torn down. So, we should discuss how to celebrate Book Week in the future.

Annual School Donation

The actual sum sent to the school was £21,986 as we had ticket money from the two most recent discos taken off that, but need to account for all outgoings fully, hence listed in the accounts as £23,460.

Budget for Incidentals

There has been a question raised about whether we could have a small budget to cover incidentals such as printing. If we look at the approximate income versus donations to the school for the last 12 months the difference is only around £300. We can discuss what we might want to cover and determine whether this is feasible.

Current Balance

The current balance stands at £25,512.43 in bank, plus very limited petty cash in treasurer's possession. This includes the £10,000 that was donated by Kent Play Clubs and will be sent to the school in the new financial year.

1. Update on character Hunt

Despite some of the characters being taken down and destroyed the feedback for the event has been very positive. A thanks was given to the companies that donated money to allow each entry

to have a book as a prize which will be given out on Friday at school. Mrs Pang will choose winners for dress up competition.

There was a discussion around whether it should continue, the census is it would remain but maybe could change event slightly, consider using houses to display. There is some concern around the expectation for each entry to get a book as a prize as the event generates a relatively low income, it was asked that we have a think, and a decision will be made at the next meeting-

AGENDA ITEM

2. Easter Raffle

Raffle tickets have been purchased, donations have been collected from some supermarkets, a cuddly toy rabbit is also up for grabs. Tickets will be put into book bags from the 17th March and selling at school the week of 24th March. Draw on 31/3. Volunteers were asked for the selling of the tickets amongst the group. **ACTION**

3. Someone Special

Collecting donations on 21st March in exchange for a non-uniform day- Amanda, Sarah Marie, Nicola, Kate.

Sorting donations 24/3 from drop off

Wrapping 28/3 Natalie, Amanda, Sarah Marie, Claire, Nicola until 9.40am

Additional volunteers will be sought on whats app -**ACTION**

4. Bunny Hop

4/4 in the morning all children will take part and sponsorship forms will be sent home and PE kit is allowed. 6 different events inc lay an egg, egg and spoon, sack race, daffodils hurdle, allotted time per class. Stamp for each go round 15-20 mins per class.

It was suggested that the school will see if they can help make bunny for KS1 in school.

Just giving page will be looked into by Natalie and sponsorship forms for cash will be given out on 24/3, the money will be requested back week commencing 22/4 returned by 25/4.

There was some worry about the number of events happening in a very close proximity by some members which was considered but all events will continue.

5. Sunflower Surprise

Week of 22nd April in conjunction with Earth Day, helpers required for planting =Amanda, Sarah Marie, Nicola, in the morning ready for selling after school that week, we have already got cups, soil and vouchers for seeds. Brown bags and envelopes to get Natalie is asking her contacts, prizes will be brought for the 6 winners who grow a red sunflower.

6. Any Other Business

Quiz and Wreath making to be investigated as potential events. There was a lot of keen interest in the room, and it was voted that prices would be looked into- **AGENDA ITEM**

Chair suggested the laser tag play dome for summer fayre there was some discussion about the cost/ income this will be explored further – **AGENDA ITEM**

Food vendors for events- Ts Tacos is really keen to come and has agreed 20% donation and vote was taken and they will be asked to attend both the summer fayre and fireworks. **ACTION**

A question was asked by a trustee about whether the food vendors is necessary at Fireworks and after a discussion was agreed that it is an easy way of generating more money for no effort on our part. Another trustee made a point that it also gives the families something to do while waiting. It was decided that rides were not a good idea due to lack of Health and safety but it was suggested by a trustee about us having a dance area and run our own glow wand disco to be discussed further- **AGENDA ITEM**

Summer Fete 1-4 T tacos speak to Sam, Lou diggers, ponies speak to Mrs Pang? **ACTION**

The school advised us that re Printing a pack of 2500 sheets costs around £12 and bandw 1p, colour 3p, it was asked whether the school can buy us a pack of paper and invoice us for it to start our printing within the school. **ACTION**

A trustee asked whether the constitution for the charity could be circulated so we can consider that the general management of the meetings are in line with it. It is thought we need to consider taking more votes on items of the agenda, so it is not only one person's ideas and agreement or disagreement. This was received well within the group, with a general censes this would help move the meetings forward. Mrs High states that this was done previously but has fallen by the wayside. **ACTION**

A trustee shared a suggested forecast and budget sheet that could be used for the planning of events for the year, so the friends can have small budgets for events, so it is not completely reliant on donations all the time. They are of the opinion that the budget and forecasting will allow the full year events to be planned for and income and expenditure can be planned for across the year rather than just event by event. Although it is a good idea to ensure events are not draining funds it is clear some events makes large amounts of income so those events with smaller incomes can be supported to continue by others. The treasurer and committee will look into creating this for presentation at next meeting so everyone can help with the budget setting- **AGENDA ITEM and ACTION**

7. Dates of Next Meetings

Tuesday 29th April

Tuesday 20th May

Tuesday 17th June

Tuesday 1st July

8. Upcoming Events

Monday 17th March 2025- Easter Raffle – Start Selling Raffle tickets 2 weeks

Friday 21st March 2025- Donations for Someone Special Sale am

Friday 28th March 2025- Someone Special Sale

Monday 31st March 2025- Easter Raffle Draw

Friday 4th April- Sponsored bunny hop

Tuesday 22nd April 2025- Sunflower Surprise – 1 week

Friday 25th April- Coffee Afternoon 2pm Community room

Thursday 1st May- Uniform Sale- large hall pm

Friday 2nd May 2025- Doughnut Sale

Friday 16th May 2025- Discos – YR1&2 4pm-5pm / YR3 & 4 5.15pm- 6.15pm / YR5 &
6 6.30pm – 7.30pm

Friday 23rd May 2025- Doughnut Sale

Friday 6th June 2025- Donations for Summer Fete

Friday 6th June 2025- Frozen Fridays Start

Friday 13 th June 2025- Someone Special Sale Friday

Saturday 21st June 2025- Summer Fete 1pm – 4pm

Saturday 1 th July 2025- Y6 Leavers Party 7pm – 9pm