

Friends Association of Great Chart Primary School Committee Meeting

Tuesday 29th April 2025 – 7pm – Great Chart School

1. **Present** Mrs Pang, Michelle, Jen, Amanda, Sarah Marie, Nicola, Kate, Vicky
2. **Apologies** Claire- Trustee, Alice- Trustee
3. **Meeting is Quorate with 5 trustees**
4. **Minutes of the Previous Meeting**
Agreed all points covered or completed

President's Report

Welcome to our April meeting. So lovely to see the sun shining.

I hope your sunflower sales are going well. The perfect weather to plant the seeds.

The Something Special Sale was another great success and I'm sure made some people feel very special with the gifts they received. I was overjoyed by how much you raised with the Easter Raffle- a really great effort from all of you- Well done!

The children really enjoyed the M&M Production of Alice in Wonderland. We have booked them again next year for a production of The Railway Children- a classic!

Although the Coffee Afternoon didn't really generate a huge amount of support it was a great idea to show the parents how welcoming you can be. Hopefully the Second Hand Uniform Sale will be a success though.

Once again we are looking forward to all of your upcoming fundraising events you are organising for the Summer Term. 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.

Thank you for your support,

Chairperson's Report

Good Evening and thank you for everyone attending.

A congratulations to Khadija and Shahid who welcomed the very gorgeous Haania at the beginning of the month.

We are definitely heading into our busy months, where there seems to be something happening every week.

Easter Raffle was a major success! We raised a staggering amount!

Sunflower surprise – we sold a fair few amount – no where near the numbers like last year. Do we change it to something similar but different next year? It's definitely something to discuss nearer the time. However, as of Monday 28th April we have sold 100 sets.

Thank you to everyone who has helped sell raffle tickets and the sunflower surprise kits.

We have our Doughnut sale this Friday, I have Alice, Nicola, Vicki, Myself, Hayley, Natalie and Kate (possibly Sarah Marie too) Selling. A very advanced thank you!

We've got bags left over from the sunflower surprise which we can use.

Natalie is going to order about the same amount of doughnuts as our first sale, which includes vegan doughnuts and some GF flapjacks- **ACTION**

Allergens for doughnuts to be printed and put on table when selling- **ACTION**

Treasurer's Report

Income since last report

Date Event Item Incoming

25/03/2025 Easter Raffle 2025 Card takings £4.92

26/03/2025 Easter Raffle 2025 Card takings £24.58

27/03/2025 Easter Raffle 2025 Card takings £29.49

28/03/2025 Easter Raffle 2025 Card takings £69.80

28/03/2025 Someone Special March 25 Gift Shop Cash takings £765.00

31/03/2025 Easter Raffle 2025 Card takings £28.53

02/04/2025 Easter Raffle 2025 Cash takings £926.40

23/04/2025 Sunflower Surprise 2025 Card takings £29.50

24/04/2025 Sunflower Surprise 2025 Card takings £49.16

25/04/2025 Sunflower Surprise 2025 Card takings £41.28

Total £1,968.66

Outgoings since last report

Date Event Item Outgoing

31/03/2025 Sunflower Surprise 2025 Envelopes £7.99

31/03/202

5 Misc Stamps £5.10

09/04/2025 Sunflower Surprise 2025 Bags £7.96

22/04/2025 Sunflower Surprise 2025 Seeds £11.08

Total £32.13

Easter Raffle

After the cost of the raffle ticket printing, the Easter raffle raised an incredible £1,019.52. It was definitely worth the investment in the tickets. Given the brilliant prizes we have for the summer raffle, we will be printing them too, so need to decide how many to print for going home and the summer fete itself.

Someone Special Giftshop

This raised a lovely £765 with no outgoings as following a plea for more donations, we had enough to run the shop without buying anything additional.

Current Balance

The current balance stands at £26,235.98 in the bank, plus some petty cash in the treasurer's possession. This

includes the £10,555.77 that was donated by Kent Play Clubs and £500 ABC grant, which the school invoiced for

but at the incorrect amount so this is back with the school to rectify, then we can send it over.

Budget Setting spread sheet shared and agreed thank you Natalie for your work on this. A view only copy to be shared with trustees- **ACTION**

1. School Disco

School Disco – Friday 16th May

Year 1&2 – 4pm-5pm – Amanda, Hayley, Sarah-Marie & Nicola with 6 members of staff

Year 3&4 – 5.15pm – 6.15pm – Amanda, Hayley, Sarah-Marie, Nicola & Kate with 3 members of staff

Year 5&6 – 6.30pm – 7.30pm – Amanda, Hayley, Sarah-Marie, Nicola, Kate, Claire and Vicki with 1 member of staff.

Jen to come back to me.

£5 including drink and crisps. DJ has been confirmed. £100 cash to be withdrawn – **ACTION**

Disco sign sent to Mrs P to put on arbour- **ACTION CHAIR**

To go on arbor asap (could Lucia let me know when it's good to go, then we can advertise)

Cut off Wednesday 14th 5pm – late comers welcomed??

Snacks to be ordered- **ACTION TREASURER**

2. Quiz Night

Teams of 6 – £5 per person. We will do games half way through, raffle (we have some chocolate and left from someone special and a few bottles of wine) and the head and tails game.

Prize for winners? Prize for Losers?- **ACTION**

Could we do booking via the sum up shop please? If we can get that up and running asap. Then can start advertising. **ACTION TREASURER**

Sarah-Marie knows a quiz master (who is sadly not available on our date) but can set questions for £30. Are we in agreement to go ahead? **Adam Treasurer Husband is happy to create quiz and be quiz master**

Sarah-Marie has kindly offered to be out quiz master or would it be mistress for the evening. If anyone would like to help collect the sheets/count the scores etc please let me know.- 3 volunteers for the night- Vicky, Amanda, Sarah Marie

Poster to be sent to Mrs P – **ACTION CHAIR**

3. Summer Fete

Prizes for the raffle are coming in thick and strong. At the moment we have over 30 prizes with more hopefully to come in.

We are so pleased to announce our amazing first prize! Which is a 7 night holiday with Eurocamps for either 2025 or 2026. It includes a p&o ferry crossing too. We have put a letter in with the prize to explain that we hope they will choose to take the holiday during the April, May or October half term, and any holiday taken during the school term will not be authorised and could potentially result in a fine.

Bouncy Castle is booked thank you Kate.

Games we will stick with what we had last year. Face Paint I think we may leave this year? It was agreed that the facepainting would be left out this time. Alongside our popular pimms tent, this year we will also offer prosecco and no-secco. And seen as how popular it was at the Christmas fair, we will do our own strawberries and chocolate. This was agreed and Mrs Pang offered her help.

As ever we are looking for helpers please. Mrs Pang has started a list for teachers to sign up to help and volunteers are to be organised.

Ordering for items to be confirmed next meeting- **AGENDA ITEM**

4. Any Other Business

Year 6 leavers gifts agreed at £2.50 plus book from Treasurer to be ordered -**ACTION**

Fathers day We have decided to do the galaxy bars with vegan bars on a pre order. These have been ordered due to offer. Allergens to be shared as part of adverts- **ACTION**

It has been agreed that the children can decorate the wrappers during class, to bring down to have them wrapped around the chocolate. Paper can be order via the school – **ACTION PRESIDENT**

Constitution Document President shared the document which had been reviewed by Secretary with comments to be agreed.

- Number of trustees agreed at 10 maximum with a minimum of 5 in attendance to be quorum. Slight change to requirement of chair/vice chair and staff.
- Agreed to slight word changes around auditing of accounts.
- Slight word changes around voting for financial and considerable decisions for all trustees.
- Removal of the word “signatories” for bank withdrawals as we now have business card. Chair to be added to the bank as per the constitution and previous trustees to be removed, plus bank and card details to be shared with Chair- **IMMEDIATE ACTION**
- Chair and Treasurer to agreed via email for purchases and withdrawals of petty cash.

- Line added to ensure all cash is being counted after an event by two people including one trustee/ staff, figure shared with treasurer and then banked as soon as possible.
- Agreed that floats for small events will be stored in the school safe approximately £100 in total all other petty cash to be banked- **ACTION**

5. Dates of Next Meetings

Tuesday 20th May

Tuesday 17th June

Tuesday 1st July

6. Upcoming Events

Thursday 1st May- Uniform Sale- large hall pm

Friday 2nd May 2025- Doughnut Sale

Friday 16th May 2025- Discos – YR1&2- 4pm-5pm / YR3 and 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 13th June 2025- Someone Special Sale Friday

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

Saturday 12th July 2025- Y6 Leavers Party 7pm – 9pm

Actions from Meeting

- Natalie is going to order about the same amount of doughnuts as our first sale, which includes vegan doughnuts and some GF flapjacks- **ACTION**
- Allergens for doughnuts to be printed and put on table when selling- **ACTION**
- Budget Setting spread sheet shared and agreed thank you Natalie for your work on this. A view only copy to be shared with trustees- **ACTION**
- £5 including drink and crisps. DJ has been confirmed. £100 cash to be withdrawn – **ACTION**
- Disco sign sent to Mrs P to put on arbour- **ACTION CHAIR**
- Snacks to be ordered- **ACTION TREASURER**
- Quiz Prize for winners? Prize for Losers?- **ACTION**
- Could we do booking via the sum up shop please? If we can get that up and running asap. Then can start advertising. **ACTION TREASURER**
- Quiz Poster to be sent to Mrs P – **ACTION CHAIR**
- Year 6 leavers gifts agreed at £2.50 plus book from Treasurer to be ordered -**ACTION**
- Fathers day We have decided to do the galaxy bars with vegan bars on a pre order. These have been ordered due to offer. Allergens to be shared as part of adverts- **ACTION**
- It has been agreed that the children can decorate the wrappers during class, to bring down to have them wrapped around the chocolate. Paper can be order via the school – **ACTION PRESIDENT**
- Chair to be added to the bank as per the constitution and previous trustees to be removed, plus bank and card details to be shared with Chair- **IMMEDIATE ACTION**
- Agreed that floats for small events will be stored in the school safe approximately £100 in total all other petty cash to be banked- **ACTION**