



Charity No. 1085742

## Minutes

Meeting date: 15 November 2022

Time: 7pm

Venue: Kings Head

**Attendees:** Quincy Whitaker (Chair), Fred Hoad (Treasurer), (Head), Harry Mole (Secretary), Amanda Burgess (Community Liaison and Income Generation Manager), Jen Lelliott, Andrea Eserin, Fiona Griffin, Claire Fowler, Liz Bishop, Clare Rolfe, Jo Quinn, Helen Parkyns, Robert Massey

**Apologies:** Abi Claxton, Suzanne Howells, Jon Curtis-Brignall

### Meetings & Communications

- Friends plan to meet once per half term: 1x zoom, 1x face-to-face
- Plan for a Friends spotlight in every issue of the school newsletter. **Action:** Jen to liaise with new EA once appointed
- Decided to send a school email encouraging parents to join Year Group WhatsApp group & opt-in for Friends email. **Action:** Harry to liaise w Amanda on links etc
- Facebook group: Fred/Jen/TBC to reshare WhatsApp notifications etc

### Finances and Banking Update - Fred

- Sum-Up machine
  - **Decision** to buy replacement machine
- Fred Hoad presented the Treasurer's Report

### School Liaison - Amanda

- Friends should expect to fund previously agreements as follows. Fred & Amanda to liaise.
  - Rainbow flag installation (approx £450)
  - Lighting desk (approx £13,000)
  - Jamie's Farm residential contribution supporting 10x students for 2 years to Sept 2023 (approx £4,000)
  - Table Tennis bats for PE (approx £150)
- Friends agreed to fund the following, with the expectation that it may become an annual commitment:
  - Contribution to DofE programming (approx £3,000)
- Friends agreed to fund the following in principle, pending cost estimates from the School:
  - Concrete table tennis tables, basketball hoops, storage
- Amanda will purchase lanyards for FoPpers when on site
- Careers Manager is looking for volunteers to talk about their jobs - ample FoPper volunteers



## **Fundraising**

- Winter Fair
  - School concert is 6pm, 15th Dec. FoP Makers Fair will be 5pm to 7.30 & provide refreshments and styling. FoP have access to the space from 3pm
  - Andrea has signed 6 stallholders (at £10 per stall) of a possible 20
  - FoP Raffle will have a stall (**Action:** Harry to buy appropriate paper raffle tickets)
  - Fiona is working on publicity poster
  - **Action:** All FoPpers try to find tinsel, desk lamps, jars + tealights
  - **Action:** Quincy / Fiona to arrange licence
  - **Action:** Clare R, Claire F will buy stock (fizzy drinks, bottled mulled wine, mince pies, Harvey's bottles etc. liaise w Andrea)
  - Call for volunteers to help style the room, deal with stallholders etc
- Amazon Smile
  - **Action:** Harry to sort out Amazon Smile & liaise w Amanda for next school newsletter
- Raffle
  - Changed raffle end date to allow ticket sales at Winter Fair
  - **Action:** Harry to enter paper tickets prior to draw & sort out delivery of prizes
- 2nd Hand Uniform Sale
  - Decided on 17th Jan & 21st March for next sales
  - Consider Uniform Sale on Parent's evenings if/when face-to-face
- Future fundraising ideas
  - Eurovision / Priory's got talent. Possibly week of 9th May. Review after Xmas

## **AOB**

### **Date of next meeting**

Winter Fair prep, Tuesday 6th December, Zoom