



Charity No. 1085742

## Minutes

Meeting date: 20 February 2023

Time: 7pm

Venue: Conference Room, Priory School

**Attendees:** Quincy Whitaker (Chair), Fred Hoad (Treasurer), Harry Mole (Secretary), Amanda Burgess (Community Liaison and Income Generation Manager), Jen Lelliott, Andrea Eserin, Fiona Griffin, Claire Fowler

**Apologies:** Jon Curtis-Brignall (head), Clare Rolfe, Abi Claxton, Robert Massey, Liz Bishop

### **Meetings & Communications**

- Plan for a Friends spotlight in every issue of the school newsletter. **Action:** Harry to liaise with Emma Hodgson
- 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 & liaise w school to send
- Meetings were scheduled for 26th April and 17th June

### **Finances and Banking Update - Fred**

- Fred Hoad presented the Treasurer's Report. **Action:** Harry to review old minutes for reference to a CAF grant application

### **Fundraising**

- **Decision:** to host a Summer Fair. **Action:** Amanda to propose date, mid-july, 14th?
- **Decision:** FoP would like to host a speaker event this term, e.g. early May
- Uniform Sales will be held:
  - 22nd Feb (year 9 parents' evening)
  - 29th March (year 7 parents' evening)
  - 27th April
  - Volunteers will be needed!
- We need a new lead for refreshments. **Action:** Harry to speak with previously interested potential candidates
- Amanda will work on a new Committed Giving letter

### **School Liaison - Amanda**

- Amanda shared an inspiring video of students at Jamie's Farm which had been partly funded by a contribution from the Friends. **Decision:** Friends agreed in principle to fund the same residential in 2024, expected contribution of £2k, pending proposal from the School.



- Amanda advised that the school is scoping a number of options to purchase outdoor sports equipment. It was agreed that this would be a good use of funds and the Friends will welcome a proposal from the School.
- Friends are holding a significant credit balance which is not a charitable aim, and enthusiastically encourage funding proposals from the School

**AOB**

**Date of next meeting**

26th April, 2023. Venue to be confirmed.