**Minutes of Friends of School Meeting May 23rd 2016**

In attendance; Mrs Barrett, Mrs Young, Mrs Fitzgerald, Sean, Sue, Nicola, Iram, Sam

**Finances**:

Proceeds from movie night – £188.20

£5287.04 in account but £94.10 owed to school from proceeds of movie night

School will not need £5000 until other money released from Education Funds

**Action Point:**

* **Helen/Amanda to supply £94.10 to school**

**Movie Night**

Sean & Sue supplied DVD; Nicola and Iram to organise food

Letter was sent home on Friday May 20th

Volunteers: Mrs Barrett, Mrs Young and 2 people from Young Ones, Nicola, Iram, Sam. Mrs Barrett said she would mention it in the staff meeting

Proceeds of this night not to be split with school but instead to go towards Prom expenses

* **Action Point: Mrs Barrett to confirm that we have use of a laptop and someone to start movie for us**

**Prom**

Mrs Simpson will visit Year 6 to discuss themes. Mrs Fitzgerald needs list of names for cards. Too late for Year 6 to raise any funds towards this event. Friends of School to cover costs – estimate £300

**Action Point**

* **Year 6 to fund raise in future to help towards cost**
* **Mrs Fitzgerald to let Mrs Barrett know how much time she needs for cards to be prepared so that a list of names can be given in good time**

**Loose Change**

Mrs Barrett will remind teachers and pupils and a reminder will go on Newsletter – stressed the need to make clear what the purpose of the appeal was

Prize to be given? Suggested packet of Haribos or small chocolate bar for each child

**Action Point:**

* **Text message reminder to be sent – done on 23/05/2016**

**Summer Fair**

School Insurance made clear that both bouncy castle and bird man must have their own insurance (up to 10 million), must conduct a risk assessment, must agree to supervise children and for bouncy castle must have PIPA registration. Bouncy castle costing £60 plus £10/hour for person manning it – so total £90.

Sue has rounded up 3 volunteers so far. Need to confirm with Helen and Amanda whether they can come and what they will do.

Will charge 50p/adult to enter – raffle tickets will be separate

**Action Points:**

* **Mrs Fitzgerald and Mrs Young to get bouncy castle and bird man in touch with school so insurance and risk assessment can be sorted**
* **Mrs Barrett to check with teachers if any can volunteer;**
* **Mrs Barrett to ask Walbottle Primary if we can advertise the fair there**
* **Mrs Barrett to look into basketball hoop**
* **Mrs Young to make posters to advertise fair – general one for now and a more specific one once details are confirmed**
* **Mrs Young to look into ice-cream**
* **Mrs Young to ask local businesses for donations to raffle**
* **Nicola – to chase up Round the Twist and Whitehouse Farm**
* **Text message to be sent re donations and volunteers – done on 23/5/16**
* **Maureen/Sean to look into placing posters in neighbourhood notice boards**

**Sports day**

June 30th Friends of School to supply drinks for kids and to sell drinks for parents

**Next meeting 2.30 Friday June 10th**

need to firm up details for summer fair and arrange when tombola items will be sorted