



Minutes for Friends of Little Plumstead School Meeting

Wednesday 1st February 2023 at 7pm at Little Plumstead School

Attendees: Rachael Holmes, Helen Harding-Hook, Sally Baines, Charlotte Cunningham, Shakthi Rajput, Nikki Kent and Lauren Hall

Apologies: Jo Nash, Jo Mills, Becky Turner and Becky McKay

1. Review of minutes and actions from last meeting

The minutes of the meeting held on the 7th December 2022 were reviewed and agreed.

2. Chairperson Update

3. Treasurer's Report

HHH provided the treasurer's report and updated the group that the true balance of the Friends account as of 01/02/2023 was £10,218.58 (with £3,435.66 committed spend) = £6798.24 actual available funds.

Recent income had totalled £1666.71 and has been raised from the following: Broadland Lottery at Heart; Quiz Night; Christmas Fayre stall at The Walled Garden; Hamper Raffle; Christmas Raffle and Book Stall takings.

With some items assigned to 'committed spend' HHH updated the group that a number of outstanding invoices have now been received from the school so this money will be paid out once she has met with committee member TS to countersign the cheques. RH agreed to source final invoices for committed spends.

With regards to the outstanding funds assigned to the phonics update RH informed us the school is hoping to buy new books for each class ?in the summer term and is currently liaising with Acle Primary School on this.

4. Teaching Staff Report

RH was present to provide staffing report. She informed us there is likely to be a request to fund both an author visit and an illustrator visit in school. This is something The Friends have previously funded and has been enjoyed by the children at the school. All agreed we would look to support both of these again **Action:** RH to obtain prices for this.

5. Review of fundraising over previous months:

- a) **Hamper raffle-** non-school uniform was held in exchange for voluntary donations from families towards making Christmas hampers that were later raffled off at the Christmas performances in school. There were so many donations a total of 8 hampers were made. Across the performances this raffle made a total of £386.
- b) **Christmas raffle-** CF had taken lead on sourcing raffle prizes for the Christmas raffle and was very successful in doing so. Raffle tickets went home in book bags with extras made available from the school office. The Walled Garden also agreed to sell raffle tickets on our behalf. This raffle raised £690. CC has spoken with CF who has kindly agreed to source raffle prizes for us again this year.

6. Fundraising ideas for coming months:

- a. **Disco-** LH confirmed the next school disco will be held on the 13th March at the school. The DJ is booked. **Action** LH to contact parent helpers from last disco to see if they can volunteer on this date and will open up to the wider Friends group if more volunteers needed.
- b. **Easter Fayre-** at the last committee meeting an idea was put forward for an Easter Fayre (proposed date of 25th March) CC contacted The Walled Garden to ensure this date didn't clash with any of their events / to make them aware should this cause an unexpected rise in custom. Linda Carty from The Walled Garden kindly responded to say this shouldn't be a problem and that they are holding an Easter Fayre on Good Friday 7th April. After further discussion around ideas for the event a collective decision was made we would postpone this idea until next year given the short time to organise and promote. **Action** CC to update Linda at The Walled Garden that this won't be going ahead but whether (volunteers permitting we could have a stall at The Fayre).
- c. **School Lottery-** TS not present to update progress with this. **Action** TS to update at next Committee Meeting re application progress and launch
- d. **Smarties Challenge-** BM had enquired about holding another smarties challenge this year. Previously successful Friends fundraising opportunity whereby each child takes home a packet of smarties donated by The Friends with the idea to fill the tube with 20p's at a later date. Idea on hold for time being with other fundraising events in the pipeline and mindful of over-asking for monetary donations.
- e. **Aviva Match Funding-** HHH presented the committee with a submission from CF for an Aviva Match Funding application. Committee details were submitted in order for CF to proceed with this, an opportunity to receive £250 donation from Aviva. **Action** HHH to return form to CF to submit on behalf of The Friends.
- f. **Jumble Sale-** proposed date for a jumble sale to be hosted by The Friends at the school on Saturday 20th May. Idea to 'sell' tables to families and local community, a collaborative event for stallholders to raise some funds alongside The Friends. RH said she was able to support this date and the use of the school hall and tables would be available. HHH suggested this was an afternoon event as many families have sports activities on a Saturday morning, all agreed and timings of 2-4 agreed, with a 12o'clock

set up time for tables. **Action** advertising poster to be created and launched alongside newsletter.

- g. **Ragbags-** A spring ragbags was discussed. HHH said we do not currently have a date booked with the company used last time but the group thought there would be opportunity to hold this after the jumble sale.
- h. **Community Evening-** RH asked if The Friends would collaborate with the school community evening this year. *(last year the school hosted a community evening welcoming families back into school along with September starters for a bbq/ fun evening)* thoughts to repeat this event but on a bigger scale. This was not hosted as a fundraiser last year but there is the opportunity to do so this time around. RH proposed the date of Friday 14th July and was agreed by the committee. Number of ideas put forward in initial planning stages as follows: inflatables, BBQ, face painter, crafts, stallholders. RH said this would be a great opportunity to raise funds for books to support the new curriculum for the next academic year and a group decision was made for it to be launched in that way. **Action-** SR to obtain quotes for inflatables. SB to contact previous committee members to see if they have a database of stallholders we could contact to be present for the evening. RH to contact previous chair of Governors Lianne about The Scouts assisting with the BBQ as last year. CC to obtain face painter and crafts quotes. CC to update The Walled Garden with this date. Further planning at next committee meeting.
- i. **Quiz and Chips Evening-** Following the success of the last Quiz and Chips ideas put forward to host another this year, proposed dates 8th or 9th June. **Action** CC to contact TS to see if Quiz Master Chris is available for May Dates.

7. AOB

- a. **King's Coronation-** Ideas to run a free event in school for all children to celebrate The King's Coronation in similar style to The Queen's Jubilee that was held last year. Initial planning ideas for: crafts/ treasure trail in woods and school grounds/ cake stall (last year donation collected from non-school uniform day) picnic lunch outside (weather permitting). **Action** RH to liaise with school kitchen re picnic style lunch. SB and LH available volunteers for the afternoon. Further planning at next Friends meeting.
- b. **Auditing Friends Accounts-** **Action** HHH to take accounts to RC for auditing this month.
- c. **Leavers Hoodies-** update prior to meeting from Jo Nash and Becky Turner who are happy to take lead on organising leavers hoodies for the year 6 leavers this year. SB said the company used last school year were reasonably priced and the quality of the hoodies has been long-lasting so far. **Action** JN and BT to proceed with sourcing quotes and orders for these.
- d. **Request for money to update bin signage at the community recycling point-** an email received from previous chair Sarah Thorp outlined that the community recycling point at The Walled Garden had seen a drop in volunteers and also the wrong items had been continuously placed in the bins making the task of sorting them more difficult. Her communications with The Walled Garden have resulted in highlighting the need for the current signage around the bins to be updated, the would incur a cost of a

quoted £140 and a request that The Friends could support this to get the scheme back on track. Discussions were held around how much this scheme receives in the way of funds (amounts raised are a 50/50 split with The Walled Garden) and if we think we would be successful in a relaunch at this time. **Action** At this stage HHH to refer back to ST about this and report back either in committee group communications or at next meeting.

- e. **Closure of AmazonSmile-** HHH informed that she had received correspondence that the AmazonSmile scheme is ending.
- f. **NCFC Signed Football-** CC notified the group that CF has received a football signed by the Norwich City Football players following a request for prize donations at Christmas. CC asked RH if there was anything happening in school that this could be a top prize for and also the committee. **Action** to reconsider at next meeting.

Due to time constraints meeting was closed. Items to be carried forward for discussion at next meeting

- g. **Scarecrow event-** CC in communication with The Walled Garden and Linda Carty had asked about a week long scarecrow event ?October half term following previous discussions with TS.
- h. **Mini Marathon for schools-** CC received information from a school parent about a mini marathon event for schools as a fundraiser, free resources can be applied for. Applications closed for this year but can register for next April.

8. Dates of next meeting: TBA