



Friends Association of Cleddau Reach VC Primary School

Notes of AGM and meeting held on 28th September 2017, 7pm

Present – Nick Groves (NG)
Lorraine Allman (LA)
Fran Evans (FE)
Catherine Parsons (CP)
Sarah Freier (SF)
Matt Freier (MF)
Sarah Smith (SS)
Georgie Sayers (GS)
Andrew Hugman (AH)
Adrain Cook (AC)

Apologies - Kirstey Yates (KY); Anna Wilson (AW)

		Actions
Introduction & Committee appointments	NG introduced meeting and explained the role of Friends. New Committee required for this year as per Constitution. CP agreed to continue as Treasurer. GS agreed to take on the role of Secretary from the next meeting. LA will take notes for this meeting only. FE advised she wishes to step down as interim Chair. LA has been helping over the last year as Co-Chair. Following discussion it was agreed that LA would carry on as Chair with support from FE on specific areas, plus AC to shadow the role to gain a better understanding of what's involved. LA to type up and circulate committee member's contact details. Email preferred communication.	LA to complete notes for this meeting & handover to GS. LA liaise with FE and AC re tasks and role LA
Treasurers Update	CP provided an overview of finances. With late adjustments, current balance stands at £3019.97. Monies to come out of this fund include usual expenses including Pantomime coaches, Christmas presents, etc. Match funding will be available from Barclays again this year (£1k). The possibility of match funding from other companies was also discussed and it was agreed a note should be put on Facebook to raise awareness among other parents.	LA post note on FB re match funding
Planned use of funds	In addition to the usual annual expenditure such as supporting educational visits, NG outlined other priority areas requiring funding: <ul style="list-style-type: none"> • Storage facility in Early Years playground - £100 • Playground toys - £200 (infants), £200 (juniors) • Extension of mural to early years (sea shore theme with FE), £600 • Ongoing maintenance & upkeep of pond area (Jas Cutting), £400pa LA advised that additional expenditure under £500 could be agreed between NG, LA and CP subject to sufficient funds, but anything over £500 would require full committee approval as per Constitution.	NG/school office liaise directly with CP regarding transfer of funds as needed
Christmas Market	This will be held on Thursday 28 th November 6pm-8pm. Non-uniform day as usual Friday 24 th . SS offered to get raffle prize donations as in previous years. FE to co-ordinate outside and inside refreshments along with help from GS, SS, SF. FE to contact Matthew from the Cottage Inn to invite him to run the hot food in the outdoor area this year. FE to	Actions as noted in bold: SS FE FE FE



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	<p>organise Village Voices to come along at the start of the market again; GS to speak with Ukulele group about attending.</p> <p>It was agreed to revise prices for external stall holders to £10 per table, with stalls indicating how many tables they want, plus measurements of each table to be included on the form. LA to draft external stallholder booking form and send to school office, post up on website and FB.</p> <p>FE will ask Anna Wilson to help with PR (Western Telegraph, Radio Pems), and take responsibility for printing/distributing posters, putting signs up etc. FE to draft this year's poster and ask Jas Cutting if able to donate Xmas tree again this year.</p> <p>NG to check Santa's availability, and if Kerry Hunt is able to set up his Grotto.</p> <p>KY had asked if 1st Johnston Scouts could run the Games room again this year, with % of profit donated to school – agreed.</p> <p>Donations of refreshments helps bring costs down and maximises profit. Ask Angela Robinson if she would be prepared to help out with this as in previous years – FE/LA</p> <p>Range of school stalls discussed. Agreed not to do reindeer food this year as infant class may do some. Other ideas included:</p> <ul style="list-style-type: none"> • Teddy tombola (quality teddies to be donated) • Marble run (prize for highest number of marbles into the flowerpot); • Big Panda/Bear as last year. <p>Tim Hall has kindly agreed to help out again this year (filled mugs). LA to draft up stalls list, circulate and ask for offers of help via FB.</p> <p>Discuss at next planning meeting.</p> <p>LA to keep website and FB page updated.</p> <p>CP confirmed match funding up to £1k from Barclays is available to Friends again this year.</p> <p>A further meeting to discuss progress of plans for the event will take place on either 8th or 9th November at the Cottage Inn (subject to asking Matthew). All welcome!</p>	<p>GS</p> <p>LA</p> <p>FE/AW</p> <p>FE</p> <p>NG</p> <p>FE/LA</p> <p>LA</p> <p>LA</p> <p>FE to advise LA/NG re date</p>
<p>Autumn Term fundraising event</p>	<p>It was agreed to delay the fundraising film night for children until January 2018. Suggested to run two evenings – one for Early Years through to Year 2, the other Years 3-6. Charge per entry to include popcorn and drink. Bring your own cushion. Tuck shop also available (to include ice-creams leftover from sports day still in FE's freezer).</p> <p>LA to discuss dates with NG and circulate at start of New Year. Offers of help needed and possibly look to film club children to help out.</p>	<p>LA/NG</p>
<p>AOB</p>	<p>LA confirmed film club is re-starting after half-term for Year 4 pupils as film making is still going on from the previous term for Years 5 and 6. CP asked for funding for Film Club to be put on the agenda for the next main Friends meeting. GS to action.</p> <p>AC outlined details of South Hook LNG competition making mascot from recycled materials. Possible £1k to Friends if a winning entry. AC to send details to NG. Closing date 3 weeks.</p>	<p>GS</p> <p>AC</p>



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	<p>Discussion regarding rotary club Santa run in Haverfordwest, last weekend in November. Children can enter and raise sponsorship for school. Agreed should look into this for future years or a sponsored fun run of some kind for Spring term.</p> <p>The meeting closed at 8.15pm.</p>	<p>GS schedule on agenda next term</p>
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