



Friends of St Wilfrid's School

Email: FOSW@stwilfrids-hh.school PTA Registered Charity No: 1005518

Minutes

Date	17/11/2022	Location:	St. Wilfrid's Primary School
Start time:	19:45	Chair:	Kim Waterhouse/Jessica Finn
Finish Time:	22:00	Minutes:	Alastair Scragg

Present:	Apologies:
<p>Committee Members: Jessica Finn Kim Waterhouse Richard Bowman Zoe Fryer Louise Bennett Sarah Milton-Hunt Maura Allvey Emily Haniff Julia Perry Alastair Scragg</p> <p>Also present:</p> <p>Joel Upton Pauline Beresford Gilly Sadler Alex Crowder</p>	<p>Keira Philo Debbie Hannan</p>

Agenda item	Discussion	Action
Approval of previous minutes and action points:	The minutes of the previous meeting were unanimously approved as distributed, except for the reference to the price of the disco tickets, which should have been recorded as £4 rather than £5.	
Financial update	<ul style="list-style-type: none"> The October Disco made a profit of approximately £1,500 (£2,200 turnover, £700 expenses). This was an increase in profit from the October Disco in 2021 (£1,400). Astra Clothes Recycling income is £140 so far this year. FOSW have also received a £500 donation from Charity Aid Foundation. However, FOSW has not been able to determine what this is in respect of. FOSW funds have been used to purchase Reception book bags, and musical instruments 	

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	<p>as well as a £100 donation per class so far this year.</p> <ul style="list-style-type: none"> • £300 has been used to purchase a new freezer for FOSW for storage of ice creams and ice blocks. 	
Future events updates	<p><u>Christmas Jumper & Second-hand Uniform Sales</u></p> <ul style="list-style-type: none"> • A Ping message has been sent out and initial donations have already been received. • Second-hand uniform racks are ready to go out. • The event is likely to be held in the Junior playground on 25/11/2022 straight after school, initially for 30 mins. • In the event of bad weather, the event will be held indoors near the front office. • Volunteers are to meet at 15:10 on 25/11/2022. • Kim, Emily, Jess and Pauline have agreed to run the stall. • Maura volunteered to sort through any additional uniform donations that are received between the FOSW meeting and the event. • The committee considered accepting donations of waterproofs and wellies in addition to school uniforms. Concerns were raised regarding overwhelming the storage available at the school before the event as there is no space for an additional rack. However, it was decided that all donations of waterproofs could be stored in an additional dedicated box. 	<p>KW/EH/JF/ PB MA</p>
	<p><u>Wreath Workshop</u></p> <ul style="list-style-type: none"> • The event is to be held at 20:00 on 25/11/2022. • Tickets are priced at £30 per person, with £15 profit per person for FOSW. Attendance is limited to a maximum of 40 people, with ticket sales currently standing at 30 people. • Richard, Emily, Julia and Jess are volunteering at the event. • Gilly is attending with two friends and offered to help with set up before the event and clean-up afterwards. 	<p>RB/EH/JP/ JF/GS</p>
	<p><u>Christmas Fair</u></p> <p>Committees:</p> <ul style="list-style-type: none"> • Raffle tickets are all organized. Julia to collate and arrange distribution. • Maura has arranged two M&S vouchers of £50 each from Mansell McTaggart Estate Agents. There may be additional prizes, Maura is waiting to hear back. • Richard to arrange a giant teddy prize. 	<p>JP MA RB</p>

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	<ul style="list-style-type: none"> ● FOSW will donate a prize if insufficient prizes are donated. ● Mansell McTaggart want to erect a gazebo on Friday evening (circa 20:00). The committee determined that Saturday morning is preferred. Maura to go back and ask if they can do 08:00 on Saturday. ● Richard to buy chocolate coins for “Guess the number of chocolate coins” ● Julia has sorted the prizes for all games ● Crib sheets for stall holders regarding running the stall. – Julia to send it to Kim. ● Tickets - All games shall be charged at 50p except for the Nerf game and tombola. ● If tickets are ordered in advance, then there will be a collection table so those that have pre-booked can collect quickly. ● Santa and costume are all sorted. Santa’s son may be helping, but not yet confirmed. ● Planning has been based upon 10 children visiting Santa every 15 mins. Richard confirmed that the Grotto, books and wrapping paper have been arranged. The final numbers on the number of children won’t be known until the day before the fair. Richard to review the number of bookings on Wednesday (30/11/2022) to help with preparations. ● Each child will also get a chocolate coin on leaving the Grotto. Zoe will purchase coins and ensure that there are some diary-free coins as well. ● Keira has bought “I’ve seen Father Christmas stickers”. ● Jess is going to Bookers to purchase food and drink for the café. ● Emily to provide Hot Chocolate dispensers. ● Year 4 are providing homemade baked goods to be sold for 50p-£1:00. ● Mulled Apple Juice to be sold. Zoe to arrange the apple juice with the provider. ● Jess to arrange Mulled Wine and Keg. ● Outsourced Food and Drink trucks are also attending. ● Julia confirmed that the choir was already been arranged. They will warm up in a classroom. The performance is likely to last longer than 15 mins. ● Sarah confirmed that Becky is happy to sing at the event but does not want to lead in singing carols. Around 13:45-14:00 before the raffle, on the stage in the main hall. Sarah to confirm if 	<p>MA</p> <p>RB</p> <p>JP</p> <p>RB</p> <p>ZF</p> <p>JF</p> <p>EH</p> <p>ZF</p> <p>JF</p> <p>SMH</p>

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	<p>Becky would be happy to take part in the singing of the carols.</p> <ul style="list-style-type: none"> ● Emily has arranged the children's crafts and sourced the materials. Keira has previously said she would arrange tags (around 100). Emily to confirm the cost per decoration before confirming the price they should be sold for. Likely to be between 50p-£1:00. ● Currently struggling with volunteer numbers for the fair. Julia thought that Mr Hateley would be amenable to a tick box form for volunteers to be included in a book bag drop. ● Committee agreed that only adults would run the stalls. ● Emily's Mum has also volunteered to help. ● Of the external stall holders, only one is yet to pay. ● Kim has been approached by a Christmas tree collection company that will recycle old trees for a charge of £5 charge per tree, £2 of which goes to FOSW. 	<p>KP/EH</p>
	<p><u>Disco Friday 3 March</u></p> <ul style="list-style-type: none"> ● Volunteers are required to run the Spring discos. Jess is happy to volunteer but doesn't want to continue to lead. Pauline volunteered to take the lead. ● Emily received feedback that dates aren't out in advance enough. It was agreed that the date of the Spring discos can be more widely circulated in conversation and WhatsApp groups as they are confirmed with the school. ● June disco date to be confirmed. The date of 23/06/2023 was proposed as the preferred date, following SATs in May and the Isle of Wight trip on the week of 05/06/2022-09/06/2022. A backup date of 16/06/2023 was also proposed, although this is Father's Day weekend and so child availability may be more restricted. DJ availability will also need to be checked. Kim to check the availability of the school for 23/06/2022. 	<p>PB</p> <p>KW</p>
	<p><u>Other events</u></p> <ol style="list-style-type: none"> 1. Key Stage 2 Film Screening <ul style="list-style-type: none"> ● KS2 film screening is currently a non-starter due to the unavailability of the school. ● Zoe and Julia to check the availability of the school with the office again. 2. Fireworks/Camp-out Events <ul style="list-style-type: none"> ● Mr Hateley has raised the possibility of fireworks night and camp-out events. There are not currently enough volunteers to be able to run it at present. Emily would be happy to organize it 	<p>ZF/JP</p>

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	<p>and have her husband run it. Richard is also interested in helping.</p> <ul style="list-style-type: none"> ● Safeguarding considerations would need to be considered. ● Would need to draw up a waiver so that each adult is accountable for the children under their care. School is just providing facilities. ● Jess is also happy to help with the organisation. ● Richard to see if there are any required licenses/permissions to hold an overnight event. ● Campout is to be included as an agenda item for the next meeting. <p><u>Decoration Competition</u></p> <ul style="list-style-type: none"> ● Christmas tree decorations submissions are to start from 21/11/2022. ● £1 entry ● The deadline for submissions is 02/12/2022, however, the winner is likely to be announced in the last school week of the year. ● 2 prizes per key stage. 	<p>RB</p> <p>KW/JF</p>
Other Business	<p><u>Logo Competition RB</u></p> <ul style="list-style-type: none"> ● A good number of entries were submitted for the logo competition. ● The final decision will be made by Mr Hateley. ● Consideration is currently being given to combining two entries into the final logo. Both entrants would be awarded a prize. <p><u>Website SMH</u></p> <ul style="list-style-type: none"> ● No update on the website at this point. Once we have the logo, Sarah will be able to progress. <p><u>Doughies</u></p> <ul style="list-style-type: none"> ● FOSW have received an email from Doughies regarding selling their pizza dough and cookie dough kits. ● Kits can be pre-ordered and delivered to the school, with children collecting them and taking them home to make. ● FOSW would take a margin on each kit sold. ● Questions were raised around: <ul style="list-style-type: none"> ● whether the school would need to refrigerate the kits once delivered to the school, but before collection? ● how big the kits were? ● what do other schools do? ● Kim to respond to the company with questions. 	<p>SMH</p> <p>KW</p>

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	<ul style="list-style-type: none"> Kits would need to be provided on a no-refund basis to avoid issues with non-collection. 	
	<p><u>Stage equipment quote SMH</u></p> <ul style="list-style-type: none"> Sarah has received a quote for the stage equipment that the school would like to purchase. Jess and Sarah will speak to Mr Hateley once Sarah has reviewed the quote. £50k-£60k is likely to be the fundraising target. 	JF/SMH
	<p><u>Class Reps</u></p> <ul style="list-style-type: none"> The appointment of Class Reps to help with the distribution of FOSW information to individual classes has previously been discussed. Mr Hateley has requested that this information distribution channel should be kept separate from the school. Committee decided to try and encourage two parents per class (so to act as Class Reps and forward FOSW WhatsApp flyers/messages to Class WhatsApp groups. FOSW members can act as a backup in there are not enough volunteers. 	All
	<p><u>Fundraising</u></p> <p>1. Christmas Cards</p> <ul style="list-style-type: none"> Julia confirmed that the child-designed Christmas cards have now been received, but other items such as tea towels not yet in. Christmas card orders have raised £608.47 raised for FOSW this year, compared to £552 last year. No complaints were received regarding the use of the online ordering system. <p>2. Other fundraising updates- textile bin, ink recycling, StickIns</p> <ul style="list-style-type: none"> September 2021 to August 2022, £600 was raised through the textile bin. September 2022 to November 2022, £140 has been raised. Committee members have been receiving queries as to where the FOSW money goes. This should be helped by the FOSW website once it is up and running which will give accessibility to the information. Wine Tasting February/March: Grape and Graham ("GG") have quoted £15 per person, and this is the preferred quote at this point. Emily to confirm with GG what is included in this quote. Glasses are provided, and beers and some non-alcoholic wines (one red, white, and sparkling) are also available. Event tickets will be charged at £25. Emily to check whether the company offer cheese and crackers and will circulate more 	EH

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	<p>information to the Committee via the FOSW WhatsApp group once she has it.</p> <ul style="list-style-type: none"> Richard to organise a 2023 Envelope fundraising challenge in January 2023, as last year, with the intention to use it to mention what big items (stage equipment?) we are raising funds for. 	RB
	<p><u>Fees</u></p> <ul style="list-style-type: none"> Committee noted that voluntary contributions towards online booking costs are dropping, having a direct impact on the profitability of events for FOSW. This reduction in contributions was attributed to the current economic situation and the cost-of-living crisis Committee acknowledged that whilst it was not tenable for FOSW to continue to absorb the online booking costs incurred, child participation in events should not be impacted. Committee agreed that contributions towards online booking costs for child events should remain voluntary but should be built into the cost of the tickets for adult events. 	
	<p><u>FOSW dinner</u></p> <ul style="list-style-type: none"> FOSW Committee Members dinner to take place in the new year. Jess and Kim to circulate a doodle poll of potential dates. 	JF/KW
	<p><u>Additional Event Ideas</u></p> <ol style="list-style-type: none"> End of School Year Adults 80's/90's disco <ul style="list-style-type: none"> Attendees could bring their own food, but drinks would be sold by FOSW. Emily offered to organize the event. Sarah suggested 80's song bingo, which Becky would help with along with her friend Clare. Emily to put together a proposal and send it to Kim and Jess to share with Mr Hateley. Colour run for children <ul style="list-style-type: none"> Emily suggested a colour run for children. The costs of the colours are quite expensive, so it was suggested that children bring their own t-shirt, rather than include one in the ticket price to keep costs down. Break the rules day / Wear PJs to school day <ul style="list-style-type: none"> Break the rules day has been suggested in the past but raised concerns about what was permissible and how it would be controlled. Could be viable if the narrative around "breaking the rules" was carefully worded. Wear PJs to school day may be a simpler option. Hot Chocolate after the school day <ul style="list-style-type: none"> This would be dependent on the number of volunteers. 	EH/KW/JF
	<p><u>School Trips</u></p>	

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	<ul style="list-style-type: none"> Members raised the prospect of FOSW contributing to school trips as some years haven't been on a school trip, and do not have one organized at present. Kim and Jess to raise this with Mr Hateley. 	KW/JF
	<p><u>Events 2022/2023 Update</u></p> <p>Christmas Fair - Saturday 3 December</p> <p>Term 2 Disco - Friday 3 March</p> <p>Quiz/AGM - Friday 24 March</p> <p>Spring event/picnic - Friday 28 April</p> <p>Term 3 Disco - TBD June</p> <p>Summer Fair - Saturday 15 July</p>	
2022/23 Dates	<p>Thursdays – 2 February 2023</p> <p>27 April 2023</p> <p>8 June 2023</p>	
Next Meeting	2 February 2023	