



Friends of St Wilfrid's School

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

Minutes

Date	15 June 2023	Location:	St. Wilfrid's
Start time:	19:45	Chair:	Kim Waterhouse/Jessica Finn
Finish Time:	10:15	Minutes:	Alastair Scragg

Present: Jessica Finn Kim Waterhouse Richard Bowman Zoe Fryer Louise Bennett Maura Allvey Julia Perry Alastair Scragg Pauline Beresford Gilly Sadler	Apologies: Emily Haniff Keira Philo Claire Reyner Sarah Milton-Hunt Debbie Hannan
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Agenda item	Discussion	Action
Welcome and Members Present:	Kim welcomed those present.	
Apologies for absence:	Apologies noted.	
Approval of previous minutes and action points:	The minutes of the previous meeting were unanimously approved as distributed.	
Financial update:	<ul style="list-style-type: none"> The end of half term ice cream sale made a profit of £110.30, which is on par with the previous end-of-term beverage and confectionary sales. The Adult Disco made a total profit of £152.62 on a revenue of nearly £900. £380 was raised from ticket sales with 12 bottles of wine sold in advance with the ticket purchases. £383 of food and drink sales went through the card machine at the event. The Committee agreed that next year's event would not need an entertainer. School bibs for Sports Day have been purchased at a cost of £816. Bookbags for Reception have also been purchased at a cost of £327. Committee agreed to a donation of £350 for the Year 6 leavers' BBQ. In respect of the photo booth for a Year 6 Leavers BBQ, Julia is to speak to Mr Belton about the Year 6 using FOSW props and FOSW providing a bottle of prosecco for the photographer. Committee agreed to issue Kim with an additional bank card to be used for big FOSW purchases. Richard to arrange this with the bank. 	JP RB
Future events updates:	<u>Disco – Friday, 23 June 2023</u> <ul style="list-style-type: none"> 10 beach balls will be pumped up before the event and then released onto the dancefloor near the end of the night. 	

	<ul style="list-style-type: none"> • If the external doors are opened, an adult will need to be placed on the opened doors to ensure children do not exit the building. • A child in Reception has a severe nut allergy, so all food and drink will need to be checked. 	
	<p><u>Sports Day refreshments – Tuesday, 27 & Thursday, 29 June 2023</u></p> <ul style="list-style-type: none"> • Refreshments will be organised for the period from drop off until around 10:30. • Kim, Maura, Ally, and Pauline will cover KS1. • Kim, Maura and Jess will cover KS2. • The Committee agreed to purchase a larger hot water urn to be used for this and future events. • The Committee agreed to use paper cups for teas and coffees for Sports Day. • £1 per tea and coffee. The stall will be cash only to avoid card charges given the low value of drinks on sale. 	<p>KW/MA /AS/PB KW/MA /JF</p>
	<p><u>KS2 Film Screening – Friday, 30 June 2023</u></p> <ul style="list-style-type: none"> • The Bad Guys film won the Facebook poll. • Mr Hateley wants chairs to be set out with the popcorn in the hall. However, concerns were raised regarding the short period of time within which these chairs would need to be set up and the children’s ability to sit on the chairs for the entirety of the film. • Richard, Zoe and Louise will be at the event. Others may be able to up break it down later. 	<p>RB/ ZF/LB</p>
	<p><u>Summer Fair – Saturday, 15 July 2023</u></p> <ul style="list-style-type: none"> • Sponsorship Update <ul style="list-style-type: none"> o A number of sponsors have offered their support for the event including Ryan-Jayberg, and Tiny Tekkers. Hop Sun is donating two kegs, which will enable FOSW to sell the beer at a more reasonable price than last year. • Arena Activities <ul style="list-style-type: none"> o Julia has spoken with the leader of the choir. The choir would like to start at 12:45 and would perform 3 songs. o Karate is on at 13:00. o Maura will speak to the gym club leader to see if they are willing to perform. o Sarah is checking with Ariel Drama Academy as to whether they are willing to perform. o Ultimate Training may be able to hold a training session. o Becky may also be able to perform as well. o Kim invited Committee members to speak to any other clubs that they feel may like to perform. • Committees (raffle, bar, cafe, bake-off, BBQ and games) <ul style="list-style-type: none"> o Julia confirmed that lots of prizes have already been donated and that the School staff are going to donate a bucket of booze, although this still needs to be organised. o Maura to speak to Mansell McTaggart to see if they are willing to make a donation and provide a gazebo for the event as well. 	<p>JP MA SMH SMH MA</p>

	<ul style="list-style-type: none"> o Clare and Emily are running the bar at the event. The committee will need to arrange some additional volunteers. Kim will arrange another bookbag drop and draft a WhatsApp message for the Committee to send to their year group chats. o Café products will need to be organised. Warden Park will hopefully lend FOSW their candy floss machine so that candy floss can be sold at the event. Jess is arranging this with Warden Park. o Crisps and drinks will also be sold at the BBQ as well as crisps at the bar. o Students can sign up to take part in the bake-off which will be judged by Mr Hateley. The winner will be announced at the beginning of the fair and the cakes will then be sold at the Café. o Committee agreed to run a chocolate/biscuit tombola with Year 4 bringing the biscuits. o Gilly to organise a police car attending the event for the children to sit in and look at. o Saturday set up will start at 08:30 am. o Friday set up will be erecting the gazebos etc. and will start at 17:30. o Zoe to speak to Kate about supplying 200 burgers. o Onions will be sold with frankfurter hotdogs. o Committee discussed getting the bread rolls donated. 200 burger buns and 200 hotdog rolls. o Prizes and sweets for the games will need to be purchased. Richard to confirm how much was purchased last year. o Mr Hateley has agreed to let FOSW use the Year 6 tables, of which there are 32 tables available. The Committee agreed that about half of those should be sufficient. FOSW may need to use the Year 6 chairs as well. o Zoe mentioned that the school has lots of picnic blankets. Julia to check with the school if we can use it. o Emily has organised the “Splash the Teacher” game. o Kim to organise purchasing some more fair tickets. o Second-hand uniforms will also be sold at the fair. 	<p>CR/EH/ KW</p> <p>JF</p> <p>GS</p> <p>ZF</p> <p>RB</p> <p>JF</p> <p>KW</p>
Other Business:	<p><u>Website</u></p> <ul style="list-style-type: none"> • No update. <p><u>Class Reps</u></p> <ul style="list-style-type: none"> • Ping to be sent out to encourage new volunteers for Class Reps. <p><u>Other fundraising updates- textile bin, ink recycling</u></p> <ul style="list-style-type: none"> • £76.20 was raised from the textiles bin. Julia noted that lots of people dropped off in half term as well. • Ink recycling is not as successful, but it is very profitable once the collection bin does get full. <p><u>FOSW Safari Pizza Event</u></p> <ul style="list-style-type: none"> • Safari Pizza is keen to support FOSW with this event. They have confirmed that the event could be run on a takeaway basis or in 	<p></p> <p>KW/JF</p> <p></p> <p></p>

	<p>part of the restaurant on a Tuesday, Wednesday or Thursday evening.</p> <ul style="list-style-type: none"> • If it is successful, then FOSW will get 10% of the funds raised or if less successful, then it will be more than likely be 5%. • Committee proposed running this in September. 	
	<p><u>FOSW get-together - end of the year.</u></p> <ul style="list-style-type: none"> • Tuesday 18th July 2023 – Hop Sun. 	
	<p><u>Potential events</u></p> <ul style="list-style-type: none"> • Hop Sun Parents Evening – October. <ul style="list-style-type: none"> o Run on a Thursday. o FOSW would have exclusive use for up to 50 people. • Colour Run- 23 June 2024 <ul style="list-style-type: none"> o Would need to be run on a Sunday as Stagecoach have use of the School on a Saturday. o Volunteers would need to be placed around the course to throw the powdered paint. 	
	<p><u>Discos - second FOSW member to manage discos.</u></p> <ul style="list-style-type: none"> • Committee agreed that someone else would support Pauline with organising the discos next year. 	
	<p><u>Getting a new card reader.</u></p> <ul style="list-style-type: none"> • Committee agreed to purchase two additional card machines in time for the Summer Fair. 	
	<p><u>Reception bookbag flyer.</u></p> <ul style="list-style-type: none"> • Mrs Batty has confirmed that the bookbags would not be distributed until the first week of the new term. • Flyer will be sent out before the end of this school year. 	
Next Meeting:	<p><u>2023/2024 meetings.</u></p> <ul style="list-style-type: none"> • Thursday, 28 September 2023 • Thursday, 9 November 2023 	
Proposed future dates:	<ul style="list-style-type: none"> • School Picnic – Friday, 15 September 2023. • Parents evening at Hop Sun – Friday, 6 October 2023. • October Disco – Friday, 13 October 2023. • Christmas Fair – Saturday, 2 or 9 December 2023 (dependent on Stagecoach). • Wreath Making – Thursday, 7 December 2023 (small hall). • March disco – Friday, 1 March 2024. • Quiz Night/AGM – Friday, 15 March 2024. • Adult Disco – Friday, 17 May 2024 potentially. Jess to check with Steve. • June Disco – TBD. • Colour Run – Sunday, 23 June 2024. • Summer Fair – Saturday, 13 July 2024. 	JF