

# FRIENDS OF GOODERSTONE CHURCH OF ENGLAND PRIMARY ACADEMY

The Friends of Gooderstone School is a committee of parents, teachers and community members committed to supporting the work of Gooderstone Primary Academy.



## MINUTES OF FRIENDS OF GOODERSTONE CHURCH OF ENGLAND PRIMARY ACADEMY

**MEETING HELD Friday 15th September 2017 9.30am**

PRESENT: Tara Field (Chair), Jackie Roe (Deputy), Bridget James (Secretary), Sarah Lambert (Deputy Treasurer).

APOLOGIES: Fiona Gilbert (Treasurer), Gemma Merritt, Stacey Sayers, Catherine Groom.

1. Introductions & Apologies

2. Previous Minutes

No issues were raised since planned events referenced at the last Friends meeting were to be discussed during the AGM.

3. Financial report

FG provided last years full accounts (see attached).

Income £4660.93

Expenditure £6322.88, due to Ipad invoice falling in the subsequent accounting year.

Total profit was £3085.24

The current account balance is £4128.61.

4 payments were made to school during the last financial year:

Bewilderwood Trip	£1087.50
Play equipment	£172.59
Library	£500
Science Day	£515.

The school have been offered funds and requested £690 for an event to be led by Norwich Puppet Theatre at school on 4.1.18. This was subsequently been approved by the committee.

**JR** reviewed Charity Commission documentation noting that a treasurer must be present at every meeting therefore it was agreed a Deputy Treasurer should be elected at the AGM.

Deputy treasurer to attend all meetings and receive all receipts this year, before these are forwarded to **FG** for accounting, enabling all income and expenditure to be tracked at each meeting.

Easyfundraising credit expected shortly. To date, this has generated £340.

A Bags2School initiative runs on 29/9 with resulting cheque expected in October.

**JR** to inform parents of profit made on FB, with thanks.

4. Thanks to Committee and members

**TF** thanked all committee members past and present. The contribution of Karen Rapson was noted as past chair. She has now stepped down from the committee.

All other members were happy to stand for re-election.

5. Nominations of new committee members

The new committee for 2017-2018 was nominated and confirmed as follows:

Tara Field - Chair

Jackie Roe - Deputy Chair

Fiona Gilbert - Treasurer

Sarah Lambert - Deputy Treasurer

Bridget James - Secretary

Catherine Groom - Committee Member  
Stacey Sayers - Committee Member  
Kerry Johns - Committee Member  
Gemma Merritt - Committee Member

The following parents said they would be willing to assist with events: Jordynn, Carol, Kirstie, Karen, Isabel, Ella.

**JR** to update Facebook admin with new committee.

**BJ** to update school website.

**FG** to confirm CC records are up to date with new committee.

6. Review of last year's events

These were all considered a success:

Macmillan Coffee Morning  
Autumn Disco  
Christmas Fair, Bags, Tea Towels and Cards  
Valentines Disco  
Mothers Day flowers  
Easter Fair  
Summer Fair  
End of term coffee morning  
Easyfundraising.org

Name badge orders and printer cartridge recycling have not produced revenue to date.

a) *Summer Fair*

Learns for next year: invite fire brigade, widen arena (great success), hay bales, move food and have everything on the field.

**BJ** to inform Methwold of the 2018 date now, should they be able to attend/display.

c) *Parent feedback*

**BJ** reported the results of 5 surveys that were received. Parents suggested a car boot/yard sale, liked the current comms used (with FB most popular) and could usually only not support events owing to work commitments.

7. Proposed calendar of events

**JR** shared the document she had produced, with some amends made after discussion. The confirmed calendar of events for the year is attached.

**BJ** to produce next comms for parents with this info and ensure it is added to the website and circulated to school once disco date confirmed.

**SL** to progress Class Fundraising (Christmas cards etc) in Oct, offering school Friends support in classrooms and example cards.

**JR** to investigate production of Gooderstone Academy recipe book, also to sell at Christmas. Recipes to be in by Oct 19th and feature first name, class and an illustration. To include cakes, mains and puddings.

8. MacMillan Coffee Morning

Advertising is complete.

**SL** has permission from school to set up on 28/9 with support from other Friends.

**JR** to produce paper plates to prom parents to bake. Distribute on Fri 22nd Sept.

**ALL** to Signpost entrance and close screen on day for safeguarding purposes.

**BJ** to remind school that children can buy cakes on the day. Also Bags2School on same day.

**ALL** Friends to attend if possible/promote to locals to aid sales on the day. Please note this event **IS OPEN** to the public.

9. Date for next meeting

Friday 13th October, 9.30am (after sharing assembly)

## Possible Meetings

# 2017/2018

POSSIBLE MEETINGS	POSSIBLE EVENT DATES	POSSIBLE EVENTS
15th Sept 2017	29th Sept 2017	McMillan Coffee Morning
13th Oct 2017	19th Oct 2017	Autumn Disco and Raffle
		Christmas Cards and Cook Book
1st Dec 2017	6th Dec 2017	Xmas Fair
19th Jan 2018	29th Jan 2018	Bingo Night
2nd Feb 2018	9th Feb 2018	Film Night
23rd Feb 2018	9th Mar 2018	Mother's Day
23rd Mar 2018	28th Mar 2018	Easter Fair
20th Apr 2018		Penny Wars
18th May 2018		
8th Jun 2018	15th Jun 2018	Father's Day
29th Jun 2018		
6th Jul 2018	7th Jul 2018	Summer Fair
	20th Jul 2018	Thank You Coffee Morning

**Friends of Gooderstone School**  
**Income & Expense Statement for the Period 1st September 2016 - 31st August 2017**  
**Registered Charity Number:- 1045069**

Opening Balance:			
Nationwide Account	5,790.56		
<b>Income</b>			
Receipts from Disco Night - October 2016	410.00		
Receipts from Disco Night - February 2017	416.96		
Receipts from Christmas Fayre	1,597.12		
Receipts from Easter Fayre	320.25		
Receipts from Easter Fayre		7.46	
Interest on Deposit Account	88.00		
Receipts from Bags to School	1,821.14		
Receipts from Summer Fete			
Receipts from School Disco			
<b>Total Income</b>	<b>4,660.93</b>		
<b>Expenditure</b>			
Expenses for Christmas Fayre		625.97	
Expenses for School Disco - October 2016		118.58	
Breckland Council - Lottery Licence		20.00	
Expenses for School Disco - February 2017		110.00	
Library Furniture		500.00	
NCTPTA - Renewal		68.00	
iPads x 10		2,472.10	
Expense for Summer Fete		575.14	
Science Day		515.00	
Expenses for Easter Fayre		10.00	
Stoke Ferry Timber		48.00	
Play Equipment		172.59	
Trip to Bewilderwood		1,087.50	
<b>Total Expenditure</b>		<b>6,322.88</b>	
<b>Closing Balance:</b>			<b>4,128.61</b>
Nationwide Account			