

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 25 MAY 2017 9.30am

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

APOLOGIES: Fiona Gilbert (Treasurer), Gemma Merritt, Stacey Sayers, Catherine Groom, Christina Galletly (Executive Head),

1. Introductions & Apologies

2. Previous Minutes

These were signed off with no matters arising.

Mrs Chalkley has provided play equipment receipts

KR/SL to raise cheque for these over half term.

BJ still to provide external stall booking forms for S Dent and Tylers Mum. These to specify to bring own tables, no cakes and request a raffle prize as a donation.

On receipt of external trader bookings, details to be recorded with **FG** and funds banked.

3. School communications

TF has sent comms re car park to **CGa** explaining that the Friends are unable to fund this initiative. The school are invited to let the Friends know of any equipment that supports learning asap.

BJ to send email to **SG** agreeing school trip and offering volunteers. Mrs C has confirmed approximate total cost of £1150

BJ to follow up with **CGa** about summer fair parent comms. Include suggestion that Friends are able to provide ice pops, drinks, and second hand uniform, at Sports day. Query staff attending fair. Amend comms to say that parents are responsible for their children at all times and invite anyone that can help with a stall to contact **SL**. Add easyfundraising has reached over £100. Remove sausage rolls ref.

SL to continue canvassing stall volunteers.

JR to confirm to all parents on FB when EF reaches £100+ and further promote that this is an easy way to raise money, ask parents relatives and teachers to sign up today etc.

SL to talk to staff direct about stocks, wine, any help they can offer on the day of the fair. Help so far:

Mrs Humm (stocks), CGa (2 hour attendance), Miss Wilson (potatoes)

4. Summer Fair

A. Safety

All reviewed and signed off risk assessment with the following comments/amends:

KR to be confirmed 1st aider and ensure necessary equipment is available.

KR to provide copy of RA to school

KR to finalise emergency plan - churchyard to be nominated meeting point.

TF and BJ to be nominated contacts on the day.

BJ to confirm church meeting point details with vicar.

JR to produce A4/A3 signs that parents are responsible for children at all times (large letters), one no entry sign, and 2 A4 pages that food may contain nuts.

JR to produce a pick a £1 sheet.

B. Advertising

JR to ensure plugs are achieved on KLFM nearer time and details circulated to FB groups.

JR to investigate free posters offered by Brother and suggested by KR.

JR to email posters to parish for noticeboard.

JR to prepare roadside posters, posters for classrooms, Mundford poster and posters/fliers for Friends car windows. Mrs C to print.

JR permitted to have funds to purchase an ink refill kit and laminator pouches.

JR to send poster to Mrs C once BJ has supplied email.

All to ensure summer fair banner goes up 2 weeks before event, balloons 1 week before.

FG to confirm if time to send poster to Signpost and action.

BJ to confirm if time to send poster to signpost and action.

BJ to update school website with poster.

C. Music

BJ to contact Icen School of Rock about performing on the day

KR to check on FB for music options

All to consider disco or own music for ideas

D. Equipment

Ongoing list as follows:

TF or JR to provide circuit breaker (1 only needed)

JR to provide PA system

KR to prepare and check Stocks are fit for purpose

Tug of war rope

Dressing up suitcases

Hard boiled eggs

Cream crackers

Lemonade?? (lemonade game?)

JR prize tickets

Balloons for entrance

JR Bunting (soem also in cupboard)

TF tablecloths

Weights if windy (goals etc)

DS RAF cargo net for assault course

TF Arena net and stakes

Plastic knives, bin bags, serviettes,

Tea pots, mugs

School - benches, umbrellas, seating, class tables, tennis balls, bean bags, goals, stocks, obstacle hoops, 2 arena tables

E. Volunteers/stalls

BJ to contact premier sports for support/demo

SL to contact Dizzy's Dance

19 stalls in total

Arena events confirmed as welly wanting, tug of war, lemonade game, egg and spoon (hard boiled?), cream crackers, weekend game.

FG to order raffle tickets for raffle.

F. Food

CGr and GM to be kindly asked to source food for event.

Order to include cream crackers, drinks, cans, pringles, bubble gum drinks, sweets and to include enough for/arrive before sports day.

G. Prizes

JR to source bubbles. Also medals, flying glider, Sea creatures, puzzles, slinkies, water pistols.

JR/All to continue to pursue raffle donation from local businesses.

5. AOB

a) Friends email

JR to set up

JR to inform KR of email for PTA contact

b) Sports day

Confirmed for 29/6

SL to source boxes for 2nd hand uniform and arrange with **BJ**.

Cans squash ice pops biscuits to be sold on day at **CGa's** agreement.

Agree when to set up at next meeting.

c) New parents

KR to prep Friends welcome comms ready for the June meeting.

6. Date for next meeting

Friday 9th June, after sharing assembly

Next agenda..... sports day set up details and fair set up details.

BJ
1.6.17