

Friends Of The School- Llanfechain Church In Wales Primary
School

Committee Meeting Minutes

Tuesday 14th November 2017, 3.15pm

Present: Sarah Chandler, Sara Mills-Evans, Melanie Roberts, Helen Renwick, Belinda Bateson, Stacey Biddulph, Jenny Marsden, Lucie Mai, Lisa Wall.

Apologies: Caroline Brown, Lindsey Richards, Kate Broome, Ruth North, Leah Watkins, Lucy Houghton.

1. WELCOME AND INTRODUCTIONS

HR welcomed everyone and expressed her thanks on behalf of F.O.S for those present attending the meeting.

2. MINUTES OF THE LAST MEETING:

SB confirmed that the events planned in our last meeting went ahead and went well. The F.O.S provided refreshments and cake after the Harvest Service; donations were given. The Grounds Maintenance Day was a great success, there were many volunteers who gave their time which is much appreciated by all and benefits the school as a whole. A big thank you to all those involved and supported these events.

3. MATTERIS ARISING:

Matters arising were discussed under the relevant agenda item.

4. FUNDING PRIORITIES:

a) iPads: SC stated that bigger iPads would be more beneficial (than smaller ones) for the children. SM to purchase iPads and laptops through the Consortium. SM-E to confirm costs. SC stated that the iPads should be the priority.

b) Sand pit cover: SC and MR said that any work needs to be carried out by contractor with professional indemnity insurance. LM suggested a local carpenter. All agreed that

a local contractor would be preferable. LM will organise a quotation. SC suggested that outside funding could be sought, e.g. Tesco Bags for Help, which could also be used to fund future outdoor learning spaces.

c) Theatre trip: MR confirmed that funding would no longer be needed for the school bus to attend the Awful Auntie performance in Newtown as it was agreed by staff for the children to attend a Christmas performance at Llanfechain Village Hall instead.

5. UPCOMING EVENTS / FUNDRAISERS

(i) Christmas Play: SC confirmed that it will be held on Friday 8th December at the Village Hall with performance showings at 1.30pm and 6pm. F.O.S to provide refreshments/ mince pies/cake during intervals at both showings. SB to purchase cakes from Sidoli and mince pies. A raffle to also be held with it being drawn at the evening performance. F.O.S to ask all members and the outside community for donations/prizes towards the raffle. HR to produce a write up in school's newsletter asking for donations and volunteers to serve refreshments. A donation jar will also be available for anyone attending the performances wanting to make a donation.

(ii) Crib Service: will be held on Wednesday 20th December in St. Garmons Church, Llanfechain at 9.30am. No assistance is needed from F.O.S.

(iii) Christmas Party: Tuesday 19th December in the afternoon. SM-E said that staff may need help from F.O.S on the day. SM-E to ask Santa to attend. LM suggested getting books from 'Books for bugs' as a gift from Santa, SM-E to confirm details. It was suggested by SC to ask parents/ carers/family for donations so the school can purchase the food and manage the nut allergy risk. MR suggested selling left over tea towels (designed by the children) at the Christmas play. HR to ask LW if there are any left.

(iv) Christmas Craft Fair: to be held in the school hall, in

last week of term. Date to be confirmed and no assistance required from F.O.S.

(v) Llanfyllin Christmas Fair: Friday 24th November 4-7.30pm, Llanfyllin square. Lucy Houghton and Lucie Mai had suggested that F.O.S might have a stall at this event. Those present agree that it would be good for the school to have a presence locally and add to F.O.S Funds. LM suggested selling bauble decoration kits. LM to confirm a table at this event, BB to provide a gazebo and HR/other members to obtain packs of baubles and materials. BB to enquire about generator, tbc.

(vi) Llanfechain Village Panto: Wednesday 6th December at 2pm, Llanfechain Village Hall. SM confirmed that slips regarding the purchase of tickets have gone out to parents/carers. HR to confirm assistance needed from F.O.S in regards to refreshments tea/coffee/mince pies. HR has placed posters advertising this event around the school. HR/SB/JM has volunteered, HR to ask others to volunteer through the newsletter.

(vii) Christmas Cards: BB has investigated and suggested that it is too late to use commercial companies to produce the cards. It was discussed that F.O.S print cards at school and contribute towards the cost of card and ink, and source the envelopes. HR to ask LR if she has a card folding machine. SM to enquire about card needed for the Christmas cards and MR to confirm craft days so children can produce art for Christmas cards. MR to confirm Christmas Fair date.

(viii) Family Photographs for Spring 2018: HR will contact the photographer and confirm the date.

(ix) Family Night Quiz/entertainment/beetle drive: MR said that no plans had been made but that it could be held in the Spring term (January/February). LM suggested that it could be held on the 26th January 2018 (Welsh Valentine's Day), all agreed. MR to confirm details.

(x) Film night / Pyjama party: HR has investigated film licenses and it would cost around £68 for an annual license, unless the film was not the main event, and shown as part of another event. It was discussed for F.O.S to hold a PJ Party before Easter 2018. Details tbc.

(xi) Village Show Summer 2018: after F.O.S held stalls in 2017, it was agreed by all to attend in 2018. HR has spoken to June Rowe (Show Committee) who confirmed that she would be happy for F.O.S to provide refreshments outside in the main arena and tea, coffee and cakes inside the Village Hall (with cakes to be purchased from Sidoli). HR has investigated Food Hygiene Certificate courses for members; SC suggested using the Marches School online training courses.

(xii) Giving Machine: HR to monitor and keep updating committee members on donations. SC will ask Emma to organise the abstraction of funds when they have increased sufficiently.

(xiii) HMRC Gift Aid: BB to register when we hold our next sponsored event.

6. COMMUNICATIONS:

HR opened this discussion, committee members were happy with all options available in regards to communicating within F.O.S. SC positively commented on the new noticeboards in place by the main office and in the school hall, which we hope it proves to be a valuable link for all committee members and staff, it will be regularly updated by HR/SB.

- HR to provide a write for the newsletter asking for donations for the Christmas raffle on Friday 8th December.
- HR to remind committee members of the 'Giving Machine' in the newsletter at the beginning of December.
- HR mentioned that the Editor of the village newsletter had really liked the article that SM-E had written which provided an update on recent activities at the

School and upcoming events, and that it was good for the school to have a presence in their Village Newsletter. SM to write a piece and it was also suggested by SC for the children to write a small piece for the January issue (by end of December).

- It was confirmed by all for HR to give the documentation produced by herself to LR for the school website to be updated.
- It was confirmed by all for the Next F.O.S Social Event to take place on Wednesday 13th December, 6pm onwards at the Plas y Dinas in Llanfechain.
- Next committee meeting to be confirmed at a later date.

7. AOB:

None.

Thank you to those who have taken the time and supported us; we hope to go from strength to strength and to make this an enjoyable experience for all to be part of.