

Minutes Friends 6th November 2023

Attendees: Sarah - Chair Jenny - Treasurer
Sue - Secretary Sophie - Vice
Mrs Louise Norgate - Hemblington Head
Zoe (Cygnets) Sonya (Y1)
Katrina (Cygnets)

Reading/Book Corner for each Year

- Sarah opened the meeting by explaining that Friends are funding a reading corner for each year. Last year we asked the teachers to put together a £100 wish list for their year to create their area.
- Sarah went on to say that she still needs to buy the arctic or sealife animals for Cygnets that Mr Gibson asked for which support the theme of their stories
- Sarah also mentioned that she needed to speak further with Mrs Connely with regards to items she would like in the Owlery. Louise described this as the school's nurture and wellbeing space.

Play Equipment

- The Friends bought the trim trail last year and whilst talking about what our fundraising would buy this year in previous meetings Louise suggested it was best to invest in equipment for the field rather than the front playground.
- Sarah is in the process of organising the play equipment for the younger years, there is a slight delay with the panels so this is looking likely for installation in January/February. Sarah went on to say she has been liaising with Mr Howard as the Trust is funding the removal of the old gym equipment and our contact will then resurface this area. Before we can go ahead and book we need approval from the Trust for the areas they are funding.
 - **Action** - Mrs Norgate to chase the Trust for the go ahead

Disco - 10th November

- Neon themed
 - 4.45pm - 6pm R, Y1, Y3
 - 6.15pm - 7.30pm Y4, Y5, Y6
- Tickets £4 each including
 - Tattoo/Neon Face paint
 - **Action** - Check stock in Friends cupboard for face paint/tattoos and purchase extra accordingly
 - Drinks

- **Action** - Check stock in Friends cupboard and purchase extra accordingly
 - Sweets & Crisps
 - Sweets - Sarah has a tub and Jenny has leftover sweets from Halloween. We will divide up into 3 bowls and ask children to choose 1 item per bowl
 - Crisps
 - **Action** - Sarah will order from Tesco
- Ollie has agreed to run the disco
 - **Action** - Sarah to send reminder to Ollie
- Helpers
 - Set up
 - Jenny straight from school
 - Sarah from 4.15pm
 - All Evening
 - Louise Norgate
 - Sophie Gibson
 - Zoe
 - Jenny
 - 4.45pm - 6pm R, Y1, Y3
 - Sonya
 - Claire
 - Claire (Cygnets)
 - Lisa (Cygnets)
 - Vanessa (Cygnets and Swans)
 - Emily (Cygnets)
 - Nicola (Cygnets)
 - 6.15pm - 7.30pm Y4, Y5, Y6
 - Julie Swift
 - Rebecca Lucking
 - Frances Young
- **Action** - Sue promote via Facebook, What's App groups again to increase ticket sales

Tuck Shop

- It was noted that the first monthly Bake Sale contributed to by Cygnets did really well and raised £56.65. For reference future dates are as follows:
 - Cygnets 3rd November
 - Swans 1st December
 - Robins 12th January
 - Kingfishers 7th February
 - Swallows 1st March
 - Kestrels 3rd May
 - Eagles 7th June
- Weekly Tuck Shop Fridays remain just bolstered by monthly cake sale

- This Friday's Tuck Shop coincides with the Neon Disco where we are providing sweets so it was decided that we just sell cookies etc not sweets

Quiz and Curry - 24th November

- Teams
 - Sarah informed us that she is aware of 3 possible staff teams
 - Zoe mentioned she is trying to put together a team
- Quiz & Raffle
 - Sarah went on to say that Quiz Master David is sorted
 - Sophie Goodson runs a raffle on the night and also provides a prize for the winning and losing teams
- Curry
 - Sarah has spoken with the Tamarind and will be collecting at 5pm to then store in school kitchen
 - Someone asked if they could not have a curry and therefore amend the price, the general consensus was that this could open it up to many requests like this and this is a fundraising Quiz & Curry event so the answer being a No.
 - **Action** - Whats App to teams to bring a small amount of cash for the raffle
- **Action** - Promote via Facebook, What's App groups, Newsletter to remind all forms need to be in by 13th November

Christmas Cracker - 8th December

- The discussion around the event was opened by explaining to the new team what this is and how that a big part of the funds raised from this is the raffle
- It was discussed that this event, although taking a while to set up and take down, should be held outside for ambience as opposed to being in the hall.
- It was confirmed with Mrs Norgate that set up can begin at 1.15pm
- Raffle - Sue, Sophie and Claire
 - I will start to contact my list this week with assistance from Claire and Sophie. I asked Jenny if she could speak with Lisa Angel for a prize. Sonya, Zoe and Katrina offered to source prizes from their contacts.
 - We discussed speaking with our fellow team members Claire and Emily for prizes
- Messaging & Audience
 - It was discussed that we need to promote the event and ask for prizes as well as equipment needed: slow cookers, ext cables, fairy lights, lights
 - **Action** - Sarah to put text together as above
 - Sarah asked Louise at this point if we could invite the wider community this year or if we needed to keep to within the school. Louise said that as the school would be locked and the field blocked off we can invite the wider community
 - Following on from this Sonya said she would promote to the pre school especially those with children moving up and place an ad in Focal Point
 - **Action** - Sonya to promote to pre school and place ad in Focal Point

- At this point we discussed the time of the event originally 5pm-6pm. Katrina raised the point that this is not ideal for those who work till 5pm and it would be better to move it back whilst still allowing it to be something kids could attend. As such time is moved to 5.30pm - 6.30pm
- Drinks Stall
 - To be manned by 5 people to man stall outside and also prep drinks inside
 - Previously we offered
 - Hot chocolate, with cream and marshmallows £2
 - Plain hot chocolate £2 but more drink provided
 - Mulled Wine £3
 - After some discussion we agreed to offer tea and coffee
- Bottle Tombola - Jenny
 - We received a table's worth of bottles from the dress down day which is in the garage
 - 2 or 3 helpers needed to man stall
- Kids Tombola
 - As per our last meeting a new team member raised the idea of filling containers with such things as sweets, crayons, and small toys to then use on a stall where every ticket wins.
 - An empty container will be sent home with each child to fill and then returned for use at the event. A list of item ideas will be put together to offer guidance.
 - We will use the small boxes that have recently been donated.
 - Boxes to be distribute 17th November to be returned 1st December.
 - **Action** - Jenny to put together letter
 - 2 or 3 helpers needed to man stall
- Lob a Choc
 - A very kind Mum brings her own game and all monies raised are given to the Friends.
 - This game is always very successful
 - **Action** - Jenny to ask Eleanor if she would run this again and find out if she wants us to buy prizes
- Cake Stall
 - Previously we sold Sliced Cake, Snow Men £1 and cupcakes, mince pies 50p
 - 2 or 3 helpers needed to man stall

- Last year I was on the cake stall with a Y6 and Y7 by far the most popular item was the Snow Men, made by Sarah. Sarah volunteered to make more for this event and in a greater number as they were so popular.
- Jenny mentioned that Vanessa's (Cygnets and Swans) cake are always amazing so much so we used her cake as a raffle prize.
- **Action** - Ask Vanessa to provide another amazing cake as a raffle prize
- **Action** - Reminder to be sent out to request cakes and also ask people to provide list of ingredients
- Entertainment
 - Ollie hopes to provide his van with a large LED screen for use at the event to run xmas song videos, photo reels of the children, sing along etc. This will need to be set up before we can set up the rest of the site. He will bring his usual set up to provide the music
 - Louise offered the school choir, but needs to obtain approval from parents first
 - **Action** - Louise send letter out to choir parents for their consent to sing at the event

Christmas Decorations up at School - 1st December

- The date was agreed with Mrs Norgate for the annual Friends decorating the school for Christmas
- Sarah unfortunately will not be able to shimmy up the ladder to add the stars to the hall instead Zoe bravely volunteered!
- **Action** - Jenny and Sarah to review stock in the garage to see if we need anything or need to replace anything
- The original take down date of the 20th may not be possible
 - **Action** - Louise to advise if we can still take down on 20th or if staff will take down on January INSET day

Christmas Present for each child

- Presents already purchased from Smiggles.
- Date agreed as 15th December to wrap each present at Jenny's.
 - **Action** - purchase wrapping paper and tape
- Louise was unsure of the date of the Santa visit so will check with Sophie Goodson. So we could possibly distribute on this day or at the Christmas lunch
 - **Action** - Louise find out date of Santa visit from Sophie Goodson

Christmas Concert Refreshments

- The Friends will provide tea/coffee and mince pies at the school concerts
- December 14th 10am Y1/2/3

- Sue
- December 15th 10am Y1/2/3
 - Sarah
 - Jenny
- December 18th 10am Y4/5/6
 - Sue
 - Sarah
 - Jenny
- December 19th 10am Y4/5/6
 - Sonya
 - Katrina
 - Zoe

Dress Down Day

- It was raised by Jenny that we have the Christmas Lunch on Tuesday 19th December and then 20th December dress down day. It was agreed by all it would be nice for the children to wear their Christmas jumpers for both in support of Save the Children.
- As such Friends will not be collecting on 20th December for the dress down day.

Any other business

- Sarah asked Zoe if she would like to join the Friends as a new team member and Zoe accepted

Fundraising activities for the term (some dates maybe subject to change)

Month	Activity
November	<ul style="list-style-type: none"> ● Tuck Shop Fridays ● 2nd November Bags2School ● 10th November Disco ● 24th November Quiz and Curry
December	<ul style="list-style-type: none"> ● Tuck Shop Fridays ● 8th December Christmas Cracker Event ● 20th December Dress Down Day - Christmas

Next Meeting - Monthly Meeting 27th November