Date: 12//11/2024
Time: 19:30-21:30
Meeting: NOV 2024 - Friends Meeting
Attendees: Sarah Willert (SW), Jenny Wood (JW), Clare Belcher (CB), Joanna Thornton (JT), Zoe Palmer (ZP), Sophie McCall (SM)

ACTION BY/LEAD

OUTSTANDING ACTIONS FROM OCT-24 MEETING

● *Social night and box sorting at Sarah's (post meeting note: date being rearranged)* ● *2024 fundraising totals and achievements & 2025 fundraising plans - thank you letter and poster to be generated to tell parents how the 2024 fundraising money was spent. 2025 enrichment aims on the other side. Office to print off and send out in book bags. By 15/11/2024* ***SW*** ● *JT to provide copy to LN which can be shared with prospective parents on 20/11/2024.* ***JT/LN*** ● Summary of Chairs/Treasurers report to be put in weekly newsletter and emailed to all parents **CB**

1. <u>2024/2025 CALENDAR (Inc Dress Down Days DDD)</u>

- ~~SEPT 24 27/09/2024 - MacMillan Coffee morning C~~OMPLETED Raised £172.60 for MacMillan
- ~~OCT 24 25/10/2024 to 01/11/2024 - Halloween~~ COMPLETED
- ~~NOV 24 *15/11/2024 - School Disco - **CANCELLED***.~~
- ~~2~~2/11/2024 - Quiz & Curry
  22/11/2024 - request for bottle donations
  24/11/2024 - meeting & Snowman making at Jennys @4pm
- DEC 24 06/12/2024 - Christmas Cracker. Request for cakes at drop off
  20/12/24 - DDD - Christmas themed
- JAN 25 n/a
- FEB 25 13/02/25 - PALentines Disco
- 14/02/25 - DDD - Red themed/ Kindness & friendship
- MAR 25 (*30/03/25 is Mother's Day - not discussed at meeting)*
- APR 25 04/04/2025 - DDD - theme? (*20/04/2025 is Easter Sunday - not discussed at meeting)*
- MAY 25 23/05/2025 - DDD - Summer themed
- JUNE 25 n/a
- JULY 25 04/07/2025 - Summer BBQ
  18/07/2025 - Dress down day

2. <u>PTA TEAM/ RESOURCES</u>

- Friends notice boards to be updated with new Friends team **JT**
- ZP to donate A board - to be used as pop up reminders for parents **ZP**
- Photos of team members required for updated Friends board **SW**
- Do social media update on success of Halloween Trail - 70 maps and sweets sold **CB**
- Request for bottle donations at drop off on 22/11/2024. **CB**
- Final push for quiz teams for Q&C night (22/11/24) **CB**

3. <u>ENGAGEMENT</u>

- Check with LN it's ok to email staff directly for their 2025 Enrichment list. If so, email staff **SW**

- Forest School - check with Pre-Schools FS practioner = Availability & practicality - what is needed etc? **JT**
- Focus on Enrichment activities from Jan 2025

4. <u>TUCK SHOP</u>

- To continue monthly **JW**

5. <u>HALLOWEEN TRAIL</u> - ~~Date: 25/10/24 to 01/11/24:~~ COMPLETED

6. <u>DISCO</u> - Date: 13/02/2025 - 5:00-6:30pm - BOOKED with Mascot Madness

- Disco will be 1 event for all years. 5:00 to 6:00pm. £130 for 2 hours
- Book hall **JT**
- Put in newsletter and generate poster **CB**
- Check DJ has all equipment required for disco **JT**
- £5 per ticket. Poster to be generated **CB**

7. <u>QUIZ & CURRY</u> - Date: 22/11/2024

- Friends team to arrive 6:45pm to set up.
- SW ordering curry **SW**
- Hall booked? **JT**

8. <u>CHRISTMAS CRACKER</u> - Date: 06/12/2024 5:30-6:30pm

- Stalls - Kids Tombola, Bottle tombola, raffle, Glow in the dark Hoopla, Cakes, Lob-a-choc(frame will be provided by Eleanor)
- Stock check - paper bags/ Prosecco/ red wine/ signs/ inflatables/ glow bracelets & connectors **JT**
- Kids Tombola - Paper bags to be checked/sourced. Need approx 150. Give to office to send out in book bags 22/11/2024. Kids to decorate. parents to fill. Return to office by 29/11/2024. **JT**
- Raffle - Tickets to go out in book bags 22/11/2024. Return to office 29/11/2024 **CB**
- Stall leads;
  i. Bottle Tombola JW Needs 2 people
  ii. Bar SW Needs 2 people
  iii. Raffle CB Needs 2 people
  iv. Hoopla ZP Needs 1 person
  v. Kids Tombola JT Needs 2 people
  vi. Cakes SM Needs 2 people
  vii. Lob-a-choc? ….. Needs 1 person
  i. TOTAL 12 people needed
- Can Ollie provide Screen? (*Post meeting note - if its not booked on the night we can use it)* **JW**
- Ask LN what time we can access the playground to set up **CB**
- SIGNS - check cupboard and do any new ones by 29/11/24 **JT**
- Get raffle list from Sue **SW**
- Share raffle spreadsheet on WhatsApp group so others can help **CB**
- Need -
  i. Christmas lights

ii. Extension leads,
iii. 4-way sockets,
iv. clothes pegs - Jenny to order some **JW**
v. Gazebos
vi. Slow cookers & ladles - to be provided by JT, ZP, JW (x2), SM 2 on bar for Hot Choc & Mulled wine. 3 in classroom
vii. Inflatables (Snowman etc)
viii. Light projector

- Present wrapping 8/12/24 @4pm.
- Do Job list board - elec plug in etc **SW**

9. **Next meeting & Snowman making - 24/11/2024 @ 16:00 - Jenny's**
   - 2025 meeting dates;
     i. Tues 7th Jan
     ii. Tues 4th Feb
     iii. Tues 4th mar
     iv. Tues 29th April
     v. Tues 20th May
     vi. Tues 17th June - last meeting

END