

Friends Association of Great Chart Primary School Committee Meeting
Tuesday 14th November 2023- 7pm - Great Chart School

1. Present

Natalie Hubbard, Sarah-Marie Collins, Natalie Phillips, Jenny Thomas, Katie Brown, Amanda Oliver, Shelly King

0. Apologies

Wendy Pang, Vicki Prigmore, Jennifer Keen, Michelle Noakes, Samuel Ogbaide,

0. Minutes of the Previous Meeting

Accepted as a true account of the meeting.

1. President's Report (Delivered by Mrs. Thomas)

Welcome to our November meeting. Mrs Pang sends her apologies and hopes the meeting goes well. Here is her report:

It has been really good to see parents supporting the Friends' Association with the Firework Event. The children were buzzing about it last week and we are excited to find out the final total. Thank you to Natalie, Vicki and all of you for your meticulous planning and organisation to make the event run smoothly. It really is such a great event but I appreciate it has its challenges.

We are extremely grateful for everything the team does to support the school and we hope that the Friends' Association will be able to continue after Natalie and Vicki step down in January 2024. I have a couple of names who have come forward and I have shared these with Natalie and Vicki.

We are now looking forward to hearing your plans for Christmas and to look forward to more fun and games!

Thank you,
Mrs Pang

2. Chairperson's Report

Good evening and welcome to our November meeting. Thank you for being here. Our most recent event was hugely successful. After a very stressful time waiting for the fireworks man to arrive, we enjoyed large crowds of families who were eager to buy from our stalls. We unfortunately had a few negative comments due to the event running late and the gate being locked preventing an exit. These issues have been dealt with and we move on with positivity.

We would like to thank all of you who helped. It would be impossible without you and your support. Our final events of 2023 are Elfridges and the Christmas Disco.

We will do our best to give the children a really wonderful festive day.

3. Treasurer's Report

Income since last report

Date	Event	Item	Income
18/10/2023	3 Fireworks 2023	Advance ticket sales	£52.70
19/10/2023	3 Fireworks 2023	Advance ticket sales	£75.56
20/10/2023	3 Fireworks 2023	Advance ticket sales	£189.77
22/10/2023	3 Fireworks 2023	Advance ticket sales	£20.47
23/10/2023	3 Fireworks 2023	Advance ticket sales	£306.11
23/10/2023	3 Summer Fete 2023	Charities Trust - Tombola Match Funding	£998.00
25/10/2023	3 Fireworks 2023	Advance ticket sales	£61.42
26/10/2023	3 Fireworks 2023	Advance ticket sales	£116.51
27/10/2023	3 Fireworks 2023	Advance ticket sales	£55.82
30/10/2023	3 Fireworks 2023	Advance ticket sales	£249.35
31/10/2023	3 Fireworks 2023	Advance ticket sales	£172.33
01/11/2023	3 Fireworks 2023	Advance ticket sales	£368.93
02/11/2023	3 Fireworks 2023	Advance ticket sales	£338.31
03/11/2023	3 Fireworks 2023	Advance ticket sales	£426.10
03/11/2023	3 Fireworks 2023	Cash from advance ticket sales	£386.00
04/11/2023	3 Fireworks 2023	Advance ticket sales	£3,027.75
05/11/2023	3 Fireworks 2023	Glow wands card payments	£410.92
05/11/2023	3 Fireworks 2023	Extra ticket sales	£60.00
05/11/2023	3 Fireworks 2023	Refreshments takings minus float	£460.30
05/11/2023	3 Fireworks 2023	Glow wands cash takings minus float	£739.00
05/11/2023	3 Fireworks 2023	Burger van donation	£95.00
13/11/2023	3 Fireworks 2023	Doughnut van donation	£64.00
		Total	£8,674.35

Outgoings since last report

Date	Event	Item	Outgoing
19/10/202			
3	Fireworks 2023	Glow wands	£369.46
05/11/202			
3	Fireworks 2023	Fireworks payment 3	£500.00
		Total	£869.46

Fireworks 2023 P&L

After all costs were reconciled, the profit achieved accounting for income from ticket sales, refreshments, glow wands and the donations from the food vans was a fantastic £6,341.18. This is only £667 less than 2021 where we had many more attendees.

Points to note:

- The wands stall used previous stock which meant we had additional profit this year. The fibre optic wands were very popular but the foam necklaces hadn't all lasted. We are all agreed that the cost of these necklaces versus what else could be purchased for the same price means we should not get these again
- The refreshments stall ran out of hot chocolate, cream and marshmallows, so we should buy more next year. More supplies were purchased locally, but the cost of these was netted from the takings
- We sold out all agreed spaces with the pre-sales, meaning that we missed out on the higher gate prices. Next year discuss having an earlybird price window and then revert to the higher price closer to the date
- Discuss feedback on the technician used this year and alternatives

Current Balance

£21,302.61 in bank, plus petty cash in treasurer's possession.

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4. Fireworks

There are around fifty glow wands left over from the Fireworks. It was agreed that these could not be kept in the lock up as the damp corrodes the batteries.

We discussed selling them ahead of the school pantomime but as there are not enough for most children to purchase one. We instead decided to hold a Light Wands Sale on Friday 24th November ahead of the Carnival of the Baubles in Ashford Town Centre.

Sarah-Marie and Jen to man the Light Wands stall.

Notes from the event:

- The Fibre Optics and Star Wands were the best sellers. It was agreed not to purchase the foam wands or necklaces again as these were not good quality.
- It was agreed that there was plenty of space for spectators and so could the maximum number of people attending be increased to 1500 next year?
- Even though under 3s are free, next year they should be ticketed so we can keep a count of

how many people are on site.

- The gate should never be locked. This has been discussed with Mr. Beck to ensure that this does not happen again

Fireworks 2024

- To be held on Sunday 3rd November

- It was agreed that we would not use this year's company again. Liam Hogben, who had been used previously, has reopened his business. His prices are £1900 without music and £2200 with music. As we had complaints about the lack of music this year, we decided to go with no music for 2024.

- The burger van is very keen to return for next year.

- The doughnut van was very popular and had large queues. We discussed doing a doughnut stall ourselves next year so we receive a large amount of profit. Doughnuts to be sourced from Brakes.

- It was suggested that next year we use gazebos to keep the stalls dry in wet weather. Also, they could be decorated with fairy lights to be eye catching. These could be tethered to the fence as they cannot be anchored to the ground on the playground.

5. **Christmas Events**

Elfridges – to be held on 8th December

Volunteers – Natalie Hubbard, Natalie Phillips, Sarah-Marie Collins, Michelle Noakes, Jennifer Keen, Claire Tanton, Amanda Oliver, Khadija Hamid

Non School Uniform Day for Elfridge gifts will be on 1st December

Sarah-Marie, Kate, Khadija, Amanda and Jennifer to collect gift donations.

Sarah-Marie to ask parents for donations of wrapping paper as well as gifts and Natalie P. will ask Tesco Park Farm for donations.

We need to ask for more gifts for males.

Children to be asked to bring their money in in a named envelope to help teachers easily see who wishes to visit Elfridges.

Christmas Disco

Helpers

Year 1 and 2

Natalie, Kate, Linda, Amanda, Shelly, Sarah-Marie, Claire, Chantelle and her Mum, Jen, Vicki and Mrs. Thomas

Year 3 & 4

Natalie H, Sarah-Marie, Kate, Linda, Chantelle and her Mum, Jen, Vicki and Natalie P

Year 5 and 6

Natalie H, Sarah-Marie, Chantelle and her Mum, Kate, Linda, Jen and Vicki

Disco tickets to be sold on Arbor from 27th November to 5th December.

It was requested to have a list of attendees in alphabetical order to help with a smoother entrance to the disco.

Children to be given crisps and squash. There will be monkey crisps for those with allergies.

Children with allergies to wear a wristband so they can be easily identified.

6. **AGM 2024**

This will be held on Tuesday 16th January.

Paperwork to be sent out before Christmas.

7. **AOB**

To celebrate World Book Day and to encourage reading we will have a World Book Day Scavenger Hunt across the weekend of 2nd and 3rd March. Children will follow a map around Singleton looking for pictures of book covers. Fancy Dress to be encouraged. Scavenger Hunt selfies to be sent to the Friends' Facebook page with prizes for the best costume. As before, maps to be returned and entered into a draw to win prizes. Sarah-Marie to write to publishers and book shops to see if we can get prizes of books donated.

Easter Raffle will be held on Monday 25th March.

Sarah-Marie to write around to shops to ask for Easter Egg donations in the new year.

It was requested that we move the next meeting to Tuesday 5th December so we can discuss Elfridges and the Christmas Disco. This was agreed.

8. **Dates of Next Meetings**

Tuesday 5th December

Tuesday 16th January AGM

Wednesday 7th February

Wednesday 13th March

Wednesday 24th April

Wednesday 19th June