

**Friends Association of Great Chart Primary School Committee Meeting**  
**Tuesday 17<sup>th</sup> October 2023- 7pm - Great Chart School**

**1. Present**

Natalie Hubbard, Vicky Prigmore, Sarah-Marie Collins, Natalie Phillips, Paula High, Jennifer Keen, Katie Brown, Amanda Oliver, Khadija Hamid

**2. Apologies**

Wendy Pang, Michelle Noakes, Samuel Ogbaide, Shelley King

**3. Minutes of the Previous Meeting**

Accepted as a true account of the meeting.

**4. President's Report (Delivered by Mrs. High)**

Welcome to our October 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 Pre Loved Uniform Sale, the online ticket sales for the Firework Event and hopefully the coffee morning on Friday.

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. They have both done an amazing job and have built the Association up into a strong team, so fingers crossed. Thank you ladies for your commitment and support.

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

Thank you,  
Mrs Pang

**5. Chairperson's Report**

Hello and welcome to our October meeting. It only seems like last week that we had our last one!!!

We have already sold a good amount of Fireworks Night tickets online and started selling at school yesterday. We will sell all of this week and the whole week leading up to the event. Thank you to those able to sell. Thank you also to Natalie P for setting up the online sales. We obviously are concerned about numbers after what happened last year, but we remain positive.

The Summer Fete was the most successful to date so it would be fabulous to achieve the same with this event.

Our two final events of the year are Elfridges and the Christmas Disco. Both of these events are thoroughly enjoyed by the children and are fun for us too.

If anybody wishes to discuss the role of Chairperson, Vicki and I are happy to explain and help.

## 6. Treasurer's Report

### Income since last report

Date	Event	Item	Incoming
28/09/2023	Fireworks 2023	Advance ticket sales	£34.62
29/09/2023	Fireworks 2023	Advance ticket sales	£14.14
03/10/2023	Fireworks 2023	Advance ticket sales	£161.36
04/10/2023	Fireworks 2023	Advance ticket sales	£106.26
05/10/2023	Fireworks 2023	Advance ticket sales	£34.62
06/10/2023	Fireworks 2023	Advance ticket sales	£31.44
09/10/2023	Fireworks 2023	Advance ticket sales	£92.88
10/10/2023	Fireworks 2023	Advance ticket sales	£226.66
11/10/2023	Fireworks 2023	Advance ticket sales	£54.35
12/10/2023	Fireworks 2023	Advance ticket sales	£10.24
13/10/2023	Fireworks 2023	Advance ticket sales	£110.18
16/10/2023	Fireworks 2023	Advance ticket sales	£119.68
17/10/2023	Fireworks 2023	Advance ticket sales	£178.93
		<b>Total</b>	<b>£1,175.36</b>

### Outgoings since last report

Date	Event	Item	Outgoing
09/10/2023	Fireworks 2023	Fireworks payment 2	£860.00
		<b>Total</b>	<b>£860.00</b>

### Online Fireworks Sales

To date we have sold 113 adult and 81 child tickets through the new online store. Only one issue reported where someone didn't receive their confirmation, but was sent a copy afterwards. It is possible to download a report of all of the ticket sales with their order number so we can check them off at the gate.

### Current Balance

£12,082.36 in bank, plus cash in treasurer's possession.

## 7. Fireworks

To be held on Sunday 5<sup>th</sup> November

Volunteers & Jobs

Wands – Kate and Amanda

Counters – Natalie P and Jennifer

Gate – Michelle and Vicki

Runner – Natalie H

Refreshments – Sarah-Marie and Claire

Marshalls – Mr. and Mrs. Barker, Khadija and Chantelle

Helpers to arrive at 3:45pm

Glow Wands

We currently have 150 foam glow wands in the lock up.

Natalie P talked us through the options for ordering new wands.

It was agreed to buy star wands. The foam wands will be £5 and the star wands £7

## Refreshments

The best way to serve hot chocolate was discussed. It was agreed to stick to using hot water urns and simply add this to the powder in the cup.

Costa Coffee have donated cups and lids.

Natalie P to order tea, coffee, hot chocolate, marshmallows and cream

Tea, Coffee and Cold Drinks to cost £1. Hot Chocolate to cost £2.

Fireworks deposit has been paid and the ambulance is booked.

The risk assessments have all been completed.

## Christmas Events

Elfridges – to be held on 8<sup>th</sup> 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 1<sup>st</sup> 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.

Gifts to be sorted on Monday 4<sup>th</sup> December

Christmas Disco – to be held on 8<sup>th</sup> December

Volunteers – Natalie Hubbard, Natalie Phillips, Sarah-Marie Collins, Michelle Noakes,

Jennifer Keen, Claire Tanton, Amanda Oliver, Khadija Hamid, Katie Brown

First Aider – Kate and Jennifer

Sasha will be used as the DJ again

As well as dancing, there will also be some party games. Winners to be given a wrist band to collect their prize at the end.

Squash, water and crisps to be served. No bottles of water to stop children kicking them around.

## 8. AOB

Friends Coffee Morning to be held on 20<sup>th</sup> October.

## 9. Dates of Next Meetings

Tuesday 14th November

Tuesday 12th December

**Wednesday 17th January AGM**

Wednesday 7th February

Wednesday 13th March

Wednesday 24th April

Wednesday 19th June