

Friends Association of Great Chart Primary School Committee Meeting
Tuesday 23rd September 2025- 7pm - Great Chart School

1. Present

Amanda Oliver, Kate Brown, Sarah-Marie Collins, Natalie Phillips, Jenny Thomas, Claire Tanton, Shelly King, Jennifer Keen, Michelle Noakes

2. Apologies

Nicola Bellman, Vicki Prigmore, Alice Panagopoulos

3. Conflicts of Interest

None

4. Minutes of the Previous Meeting

Minutes from July meeting will be accepted at the October meeting.

5. President's Report

Welcome back to another school year. A member of the Senior Leadership Team, including myself, Mrs High or Mrs Thomas, attends each meeting throughout the year to support the Friends' in their plans to raise money for the school. For this meeting Mrs Thomas will be representing the school.

Last year the Friends' raised money through some great events: The Annual Firework Event, Elfridges, Someone Special Gift Shops, Easter Raffle, Sunflower competition, Book Character Hunt, Doughnut sales, Movie Night, Quiz Night, School Discos, Summer Fete & Raffle, Amazon Wishlist, Frozen Fridays and Pre Loved Uniform, to name a but a few! They also supported school events by providing refreshments such as during Sports Day and Picnic in the park.

It was lovely to see a few new parents at the coffee mornings earlier this term. Such a lovely way to ensure they feel part of the school community. It was a shame that the Teddy Bear's Picnic had to be cancelled due to lack of numbers.

We are extremely grateful for everything the team does to support the school so thank you for all of the efforts you have made to ensure the Friends' Association continues to be a strong fundraising team. Thank you to you all.

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

Thank you

6. Chair's Report

Good evening and thank you for attending.

We had a great year last year, beating our previous year's total which is amazing, as I think we all felt that our events were a lot quieter than previous years. Hopefully we can match that success.

A big thank you to everyone for their support and help last year! We have a few events coming up, which we are going to go through this evening.

Thank You

7. Treasurer's Report

Income Since Last Report

Date	Event	Item	Incoming
19/06/2025	Frozen Fridays 2025	Card sales	£128.81
20/06/2025	Summer Fete 2025	Krispy Kreme Donut sales	£7.31
21/06/2025	Summer Fete 2025	Cash takings minus float	£3,522.11
21/06/2025	Summer Fete 2025	Card takings	£282.16
24/06/2025	Summer Fete 2025	Sports Day cash sales	£29.00
24/06/2025	Summer Fete 2025	Sports Day card sales	£17.68
27/06/2025	Uniform Sales	Cash sales	£123.00
27/06/2005	Frozen Fridays 2025	Card sales	£139.67
04/07/2025	Frozen Fridays 2025	Card sales	£135.24
07/07/2025	Summer Fete 2025	Cash sales	£1,395.00
07/07/2025	Summer Fete 2025	Coconut refund difference	£1.56
11/07/2025	Frozen Fridays 2025	Card sales	£194.66
12/07/2025	Leavers Party 2025	Ticket sales	£702.00
15/07/2025	Frozen Fridays 2025	Cash sales	£493.16
15/07/2025	Frozen Fridays 2025	Card sales	£15.74
17/07/2025	Frozen Fridays 2025	Card sales	£56.06
17/07/2025	Frozen Fridays 2025	Cash sales	£41.00
21/07/2025	Summer Fete 2025	Match funding	£1,000.00
16/09/2025	Teddy Bears Picnic 2025	Ticket sales	£4.87
17/09/2025	Teddy Bears Picnic 2025	Ticket sales	£4.87
18/09/2025	Teddy Bears Picnic 2025	Ticket sales	£4.87
19/09/2025	Teddy Bears Picnic 2025	Ticket sales	£9.74
22/09/2025	Teddy Bears Picnic 2025	Balance of ticket sales unable to be used for refunds	£3.97
Total			£8,312.48

Outgoings since last report

Date	Event	Item	Outgoing
18/06/2025	Summer Fete 2025	Coconuts	£32.04
19/06/2025	Summer Fete 2025	Coconuts	£4.20
19/06/2025	Summer Fete 2025	Refreshments	£186.50
19/06/2025	Frozen Fridays 2025	Ice creams	£86.96
20/06/2025	Summer Fete 2025	Refreshments	£129.59
21/06/2025	Summer Fete 2025	Bouncy Castle hire	£70.00
21/06/2025	Summer Fete 2025	Refreshments - ice	£12.65
27/06/2005	Misc	Parking for bank run	£0.70
01/07/2025	Leavers Party 2025	Balloons	£27.97
01/07/2025	Leavers Party 2025	Foil Curtains	£11.95
04/07/2025	Frozen Fridays 2025	Ice creams	£138.36
08/07/2025	Misc	Marc leaving gift and card	£23.74
09/10/2015	Frozen Fridays 2025	Ice creams	£67.37
11/07/2025	Leavers Party 2025	Refreshments	£32.52
11/07/2025	Leavers Party 2025	Refreshments	£4.65
10/07/2025	Leavers Party 2025	Foil Curtains	£11.94
12/07/2025	Leavers Party 2025	DJ	£62.50
12/07/2025	Leavers Party 2025	Ice cream van	£175.00
15/07/2025	Leavers Party 2025	Photos	£25.50
18/07/2025	Misc	Parking for bank run	£0.70
11/08/2025	Fireworks 2025	Fireworks Deposit	£950.00
15/09/2025	Misc	Film Licence	£112.30

22/09/2025	Teddy Bears Picnic 2025	Refunds	£30.00
		Total	£2,197.14

Summer Fete P&L

A lovely event as always that takes a lot of effort from all involved, but with match funding for the tombola, the sponsorship packages and the amazing raffle, we made a brilliant total profit of £5,670.21. This was just £103.79 less than forecast.

Frozen Fridays P&L

Ice cream sales started slow this year but the weather picked up and then so did the sales, so overall we made a profit of £963.41, which was £13.41 more than forecast.

Current Balance

The current balance stands at £22,840.13 in the bank, plus £100 petty cash in the treasurer's possession.

Budget

Teddy Bears Picnic was cancelled due to low sales – the majority of refunds were posted using the funds not yet transferred to our account. The remainder (6 tickets) were refunded by bank transfer to Sumup. This resulted in the loss of the transaction fee for all tickets sold – £1.68. The forecast profit for this event was £200.

Nett we are at -£216.09 for events against budget to date for 2025, mostly due to the cancellation of the Teddy Bears Picnic. Excluding this, we remain close to budget for our events, with those overperforming balancing out those that underperformed. Any cancelled events will naturally affect the budget unless replaced with something else, so will affect the amount of money that can be donated to the school.

8. Easy Fundraising

Over the summer holidays we have been trying out Easy Fundraising.

Easy fundraising is quite simple. You just sign up and select what charity you would like support.

When you do any online shopping through the internet browser, it will come up if that company will make a donation to our charity.

It doesn't cost you anything, but you can raise pennies for the school.

At the moment we have about £50 waiting to clear, which gets paid straight into the Friends' Association account. We will be getting details on our social soon and hopefully Mrs Pang can share on dojo and via the ebuletin.

If people sign up using our link, the Friends' Association get a bonus £1 as soon as that person shops via Easy Fundraising: https://www.easyfundraising.org.uk/support-a-good-cause/step-1/?char=391707&invite=14u4us&referral-campaign=s2s&utm_campaign=web-referral

9. Teddy Bears Picnic

Sadly, due to lack of ticket sales, this event has been cancelled. We will try and run this event again next year

10. October Disco

We've decided to swap the October Movie Night and December's Disco around. We felt when December hit, the children were getting tired and a calmer event would work better for them.

The disco will be held on Friday 10th October. DJ Mia who did our Leavers' Disco will be taking over the music. She was so good, and the leavers seemed to really enjoy her and her setup.

Year 1 and 2 4pm-5pm: Helpers – Sarah-Marie, Nicola, Jill and Jen

Year 3 and 4 5.15pm-6.15pm: Helpers – Amanda, Sarah-Marie, Shelly and Vicki

Year 5 and 6 6.30pm-7.30pm: Helpers – Amanda, Sarah-Marie, Jen and Vicki

Tickets are on Arbor, with the cut off at 5pm Wednesday 8th October. We will not be taking any late bookings. Natalie to order juice and crisps.

11. Fireworks

To be held on Sunday 2nd November.

Helpers: Amanda, Sarah-Marie, Shelly, Claire, Vicki, Jen, Natalie P, Nicola, Natalie H

We will definitely need more helpers, as can't really run tickets sales on gate, glow wand stall and refreshments with the above.

It was agreed that marshals must be over 18.

Tickets to go on sale as soon as possible

Liam, the firework technician, has offered for us to trial an app where music can be listened to via phones to accompany the fireworks. Natalie is going to find out more about this and report back in the next meeting.

ACTION: Sarah-Marie will put together images for the shop and Natalie P will then turn the Sum Up shop on.

ACTION: Amanda will count how many glow wands we have in the lock up so we can decide if we need to order more.

ACTION: Jennifer will ask Towers School if we can borrow their High Vis for the event.

12. Christmas Wreath Making

This will be held on Thursday 27th November 7pm-9pm

£50pp includes prosecco and no-secco and a mince pie. Sarah-Marie to make these.

The Lavender Hut is charging us £40pp, so we will make £10pp.

We already have the prosecco and no-secco.

15 spaces – 4 have already be taken, so we will open up the remaining to the public this week.

Payment can be made fully at the time of booking, or £25 at the time of booking and the remaining £25 to be paid 6th November.

Payments made via BACS

13. Christmas Fair

After much consideration, we have decided to cancel this year's Christmas Fair.

The feedback we received via the Google forms at the end of the school year was that it just cost too much for families.

The amount raised last year was a good amount, but it was time consuming prepping for the fair.

We would like to do it next year.

It was agreed to replace the Fair with a Christmas Raffle. Friends will donate £100 for the prize.

ACTION: Amanda to write to companies to ask for raffle prizes.

14. Budget 2026

We had previously agreed to donate £13,000 to the school in January. Amanda asked if this could be increased to £20,000. With some events being cancelled this year, it was agreed to donate £18,000.

If we are fortunate enough to benefit from the Kent Police Auction application, this will increase to £20,000.

We agreed to run the following events in 2026, which will now be added to our 2026 budget planner: Colour Run, Quiz Night, Spring Movie Night, World Book Day event, Someone Special Shop for Mother's Day and Father's Day, Easter Raffle, Earth Day event – potentially Sunflower Surprise, May and October Discos, Frozen Fridays, Summer Fete, Leavers' Disco, Teddy Bear's Picnic, Fireworks, Christmas Fair, Christmas Movie Night and Elfridges.

There will be no doughnut sales in 2026.

15. Any Other Business

Everyone looked at the entries in our new logo competition. It was unanimously agreed that Jacob Cronin was the winner. He will win a £20 Smiths Toys voucher, kindly donated by Mrs. Hughes.

Future Events	Future Meetings 7pm
Fri 10th Oct- Autumn Discos- Y1-6 Sun 2nd Nov- Firework Event Thurs 27th Nov- Wreath Making Fri 5th Dec- Movie night- EYFS- Y6 Fri 5th Dec- Donations for Elfridges Fri 12th Dec- Elfridges Sale Fri 6th March- Donations for Someone Special Sale Fri 13th March- Someone Special Sale Fri 1st May- Sponsored Fun Run Fri 15th May- Discos- Y1-6 Fri 12th June - Donations for the Summer Fete Sat 20th June- Summer Fete Sat 11th July- Y6 Leavers' Party	Tues 14th Oct Tues 18th Nov Tues 9th Dec Tues 13th Jan – AGM Tues 10th Feb Tues 10th March Tues 28th April Tues 19th May Tues 16th June Tues 7th July