

**Friends Association of Great Chart Primary School Committee Meeting**  
**Tuesday 24<sup>th</sup> September 2024- 7pm - Great Chart School**

**1. Present**

Amanda Oliver, Kate Brown, Sarah-Marie Collins, Natalie Phillips, Wendy Pang, Hayley Evison, Claire Tatton, Michelle Noakes, Vicki Prigmore, Nicola Bellman, Shelly King, Jill Collins

**2. Apologies**

Khadija Hamid

**3. Conflicts of Interest**

Amanda Oliver – Chair of Great Chart & Singleton Pre School Committee

Nicola Bellman – Governor at Goats Lees Primary School, Trustee of Towers Tiny Tots

**4. Minutes of the Previous Meeting**

Accepted as a true account of the meeting with no matters arising.

**5. President's Report**

Welcome back to another school year and welcome to any new parents who will be joining our team. 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.

Last year the Friends' raised money through some great events: The Annual Firework Event, Elfridges, Someone Special Gift Shop, Easter Raffle, Sunflower competition, Book Character Hunt, Doughnut sales, 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.

It was lovely to see some new parents at the coffee mornings earlier this term. Such a lovely way to ensure they feel part of the school community. The Teddy Bears Picnic was also such a lovely opportunity for our new families to gather and get to know each other a little more.

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**

Welcome back to another busy school year. We had an amazing year last year, so I hope we can match that this year (too ambitious to say beat that?)

Towards the end of the last school we were awarded £2460 towards new benches etc for the KS2.

This is a huge sum and I've been assured that they will be ordered soon.

On Friday over 24 families from EYFS joined us for our Teddy Bear Picnic. It was a lovely little event. We think after everything we raised just under £200 (but hopefully Natalie will confirm at the next meeting) – thank you so much to Sarah-Marie for the idea, and putting it together with the help from Nicola on the day. The families who I spoke with, said they really enjoyed it.

We have also signed up to the ASDA reward scheme, which is going well. As of this morning we have raised £151.42 – for doing nothing, which is nice!

We have so many events lined up – I have printed them all off – so please do take a sheet and get those dates in your diary.

Thank you

## 7. Treasurer's Report

### Income since last report

Date	Event	Item	Incoming
18/06/2024	Summer Fete 2024	Doughnut shop takings	£35.10
19/06/2024	Summer Fete 2024	Doughnut shop takings	£93.60
19/06/2024	Summer Fete 2024	Raffle sales	£460.00
20/06/2024	Frozen Fridays	Card takings	£161.62
21/06/2024	Summer Fete 2024	Refreshments card takings	£99.33
21/06/2024	Summer Fete 2024	On the day cash takings	£4,026.91
24/06/2024	Summer Fete 2024	Raffle sales	£4.92
		Drinks for sale - mostly sold off fete	
24/06/2024	Sports Day	leftovers	£173.00
26/06/2024	Leavers Party 2024	Ticket money	£307.44
28/06/2024	Frozen Fridays	Card takings	£135.01
27/06/2024	Summer Fete 2024	Donation from Two Tones	£60.00
01/07/2024	Summer Fete 2024	Match funding	£999.00
03/07/2024	Leavers Party 2024	Ticket money	£204.96
05/07/2024	Frozen Fridays	Card sales	£76.69
05/07/2024	Summer Fete 2024	Raffle sales	£926.00
10/07/2024	Leavers Party 2024	Ticket money	£199.04
		Great Chart Parish Council bench	
12/07/2024	Misc	donation	£2,460.00
12/07/2024	Frozen Fridays	Card payments	£136.69
13/07/2024	May Disco	Overdue ticket money	£10.00
15/07/2024	Leavers Party 2024	Ticket money	£25.62
15/07/2024	Leavers Party 2024	Ticket money	£13.00
15/07/2024	Frozen Fridays	Card payments	£62.95
16/07/2024	Frozen Fridays	Cash takings	£523.00
16/07/2024	Frozen Fridays	Card takings	£24.59
17/07/2024	Frozen Fridays	Cash takings	£131.20
	Christmas Fayre		
23/07/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
29/07/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
06/08/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
08/08/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
12/08/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
14/08/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
15/08/2024	2024	Stallholder payments	£15.00
16/08/2024	Christmas Fayre	Stallholder payments	£15.00

	2024		
	Christmas Fayre		
19/08/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
04/09/2024	2024	Stallholder payments	£15.00
	Christmas Fayre		
10/09/2024	2024	Stallholder payments	£15.00
11/09/2024	Teddy Bears Picnic	Ticket sales	£14.62
13/09/2024	Teddy Bears Picnic	Ticket sales	£9.75
16/09/2024	Teddy Bears Picnic	Ticket sales	£29.24
17/09/2024	Teddy Bears Picnic	Ticket sales	£19.49
18/09/2024	Teddy Bears Picnic	Ticket sales	£9.74
	Christmas Fayre		
18/09/2024	2024	Stallholder payments	£15.00
20/09/2024	Teddy Bears Picnic	Card refreshments and donation	£82.83
20/09/2024	Teddy Bears Picnic	Cash refreshments sales	£39.00
		<b>Total</b>	<b>£11,734.34</b>

### Outgoings since last report

<b>Date</b>	<b>Event</b>	<b>Item</b>	<b>Outgoing</b>
17/06/2024	Summer Fete 2024	Prizes	£14.39
18/06/2024	Summer Fete 2024	Doughnut shop doughnuts	£110.00
18/06/2024	Summer Fete 2024	Prizes	£12.98
19/06/2024	Leavers Party 2024	Autograph books	£144.00
19/06/2024	Summer Fete 2024	Pimm's stall items - Pimm's, lemonade & ice	£30.37
20/06/2024	Summer Fete 2024	Pimm's stall items - fruit & straws	£14.57
20/06/2024	Summer Fete 2024	Refreshments	£80.75
20/06/2024	Summer Fete 2024	Coconuts	£22.80
20/06/2024	Summer Fete 2024	Ice creams	£84.00
20/06/2024	Frozen Fridays	Ice creams	£84.00
24/06/2024	Sports Day	Drinks for sale	£14.75
28/06/2024	Frozen Fridays	Ice creams	£236.74
05/07/2024	Frozen Fridays	Ice creams	£5.40
10/07/2024	Frozen Fridays	Ice creams	£44.70
10/07/2024	Leavers Party 2024	Refreshments	£16.66
10/07/2024	Leavers Party 2024	Balloons	£34.47
11/07/2024	Leavers Party 2024	Silver & Special key rings	£150.00
13/07/2024	Leavers Party 2024	Refreshments	£18.02
13/07/2024	Leavers Party 2024	DJ	£150.00
13/07/2024	Leavers Party 2024	Ice creams	£150.00
16/07/2024	Leavers Party 2024	Photos	£20.50
11/09/2024	Teddy Bears Picnic	Picnic boxes	£31.45
	Christmas Fayre	Donation in lieu of Father Christmas	
16/09/2024	2024	appearance fee	£50.00
	Christmas Fayre		
17/09/2024	2024	Snow globe hire	£270.00
20/09/2024	Teddy Bears Picnic	Food and drink	£41.77
		<b>Total</b>	<b>£1,832.32</b>

### Frozen Fridays

The profit for this summer's ice cream sales was £926.43. This compares with £729.07 last year.

## **Summer Fete**

An incredibly successful event, with the total profit including the match funding of £6,115.43. £4,450.92 profit was raised at the 2023 event, so again a great year on year improvement.

## **Leavers Party**

The party for the year 6 leavers was as lovely as always and came in on budget.

## **Teddy Bears Picnic**

Whilst the main aim of this lovely event was to meet the new families, it was also good to generate some profit for the children. From ticket sales, adult refreshments and an extra donation from one attending family, after the cost of the food, drink and boxes, the event raised £208.97..

## **Submission of Accounts**

Due to the successful 23-24 year, we have exceeded £25,000 of income and therefore need to have our accounts checked. The examiner must:

- have the ability and experience to conduct the examination
- not have a close relationship with any of the charity's trustees
- not be involved in the day-to-day running of the charity

Suggest that we request via the school for anyone who can perform this check who is not close to any of the trustees. It will be a straightforward check of the treasurer's accounts.

## **Current Balance**

We banked a large sum of money before the summer holidays, so there is now £24,210.88 in the bank, plus petty cash in the treasurer's possession.

## **8. Movie Night**

Due to the licence, we cannot publically advertise the films we wish to show. We also cannot take money to show the film. The movie night will be rebranded as a Pyjama Party. Children will come along in their pyjamas and enjoy either milk or apple juice and a cookie. The film can be advertised privately. The children will vote for which film they'd like to watch and we will advertise this on Dojo. We will have separate adverts on social media which do not promote the films being watched. Years 1, 2 & 3 will arrive at 3:45pm. Their film will start at 4pm and end at 5:30pm.

Years 4, 5 & 6 will arrive at 5:50pm. Their film will start at 6pm and end at 7:30pm.

Year 1, 2 & 3 will vote between Minions: The Rise of Gru, Trolls 1 and Hotel Transylvania

Year 4, 5 & 6 will vote between The Emoji Movie, Lilo & Stitch and Angry Birds Movie.

Tickets to go on sale from 2<sup>nd</sup> October and close on 15<sup>th</sup> October.

We will ask Lucia if its possible to have different options so children can choose between apple juice or milk.

Helpers: Amanda, Sarah-Marie, Kate, Khadija, Hayley, Michelle for both sessions

Session 1 only – Nicola, Claire, Vicki, Natalie

## **9. Fireworks Display**

We would like to increase the amount of people who can attend the event. Mrs. Pang agreed to speak to Mr. Beck to see how many we could safely accommodate.

The Friends Association will be selling hot and cold drinks and Krispy Kreme doughnuts.

Two Tones have agreed to attend the event. T's Tacos have also offered to come. They have agreed to donate 10% of the takings to the Friends.

This year we will be having a Sparkler Station. This will be a coned off area supervised by volunteers for children to enjoy using sparklers.

40cm Sparklers are £19.99 for 100 sparklers. We will sell these for 50p each.

Sand buckets will be in the area for safety.

This year tickets will be £7 for adults and £4 for children. Under 3s are free.

Natalie will set up a Sum Up shop. In order to count under 3s, we will have an option for an adult and under 3 ticket. We will charge a 25p booking fee.

We will also sell tickets after school from 7<sup>th</sup> – 17<sup>th</sup> October.

Helpers: Amanda, Sarah-Marie, Khadija, Kate, Hayley, Shelly, Michelle, Sally Chantelle, Claire Vicki, Natalie H

Natalie – Counting

Natalie showed us a range of glow wands.

It was agreed to buy:

Star fibre optic wands – £1.80 if you buy 144

Unicorn fibre optic wands – £2.58 if you buy 144

Flower garland – £2.39 if you buy 144

Space boppers – £1.99 if you buy 144

## 10. **Christmas Fair**

Natalie has booked fairground rides – a carousel and the tea cups.

Father Christmas is booked. Sam Bunting will be our Father Christmas in exchange for a £50 donation to Age UK. The grotto will include biscuit decorating in the Community Room.

Tickets will be available to prebook on SumUp. Tickets will be £5

Snow Globe is booked and tickets will also be available to prebook on SumUp.

Food vans have confirmed. There will be Street to Street, Waffles and Hot Dogs.

The Friends Association will sell hot drinks and mulled wine.

There will be an informal meeting to brainstorm ideas for the Christmas Fair on Thursday 26<sup>th</sup> September.

## 11. **Any Other Business**

Teddy Jumpers have gone on sale. £10 each with £2 going to the Friends' Association. We've already taken 5 orders. Next year, we will sell at the talk for new Year R parents.

Preloved Uniform Shop will be accepting donations of coats. These will be offered to Mrs. Ostridge for families in need to purchase.

## 12. **Important Dates - Future Events**

Friday 18th October - Movie Night

Sunday 3rd November - Firework Event

Sunday 1<sup>st</sup> December – Christmas Fair

Friday 6th December – Christmas Disco

Friday 6th December - Donations for Elfridges (Non Uniform Day)

Friday 13th December - Elfridges

Friday 21st March - Donations for Someone Special Sale

Friday 28th March - Someone Special Sale

Monday 31st March- Easter Raffle Draw

Tuesday 22nd April - Sunflower Surprise

Friday 2nd May - Doughnut Sale

Friday 16th May - Disco

Friday 23rd May - Doughnut Sale

Friday 6th June - Donations for Summer Fete

Friday 6th June - Frozen Fridays Start

Friday 13th June - Someone Special Sale Friday

Saturday 21st June - Summer Fete  
Saturday 12th July - Y6 Leavers Party

### 13. **Dates For Future Meetings**

Tuesday 22nd October

Tuesday 19th November

Tuesday 10th December

**Tuesday 14th January AGM**

Tuesday 11th February

Tuesday 12th March

Tuesday 29th April

Tuesday 20th May

Tuesday 17th June

Tuesday 1st July