

Friends Association of Great Chart Primary School Committee Meeting

Tuesday 20th May 2025 – 7pm – Great Chart School

1. **Present** Amanda, Sarah-Marie, Kate, Nicola, Natalie, Michelle, Claire.
2. **Apologies** Vicky and Alice
3. **Meeting is Quorate with 5 trustees**
4. **Minutes of the Previous Meeting** agreed
5. **Matters Arising** Prizes for quiz to do, all other actions completed.

6. President's Report

Welcome to our May meeting.

We have been working hard to complete our budget setting over the past couple of weeks and it has become increasingly clear how your donations really do support the school. For the coming financial year we will be using your donations to pay for the normal extracurricular activities but also to buy English, IT and Maths resources as well as resources to help support some of our SEN children in the classrooms. Thank you very much for running the school discos last week. Once again the children really enjoyed them. We are looking forward to all of your upcoming fundraising events you are organising for the Summer Term. Thank you to everyone involved in these events. The planning and then delivery of such events doesn't just happen. We appreciate all of the hard work which goes on behind the scenes.

Thank you for your support

7. Chairperson's Report

Good Evening, and thank you for everyone attending, it only seems like yesterday we had the April meeting!

After half term, all systems will be go as we have frozen Fridays starting the first week back, as well as a non-school uniform day in exchange for a donation/s towards the summer fete. Followed by the Quiz Night. We then have the someone special sale followed by the Summer Fete.

Our Doughnut Sale at the beginning of the month wasn't as popular as last years, but we still made a profit! We have decided to not hold the sale that was going to take place this Friday, and review whether we continue / just do 1 sale in the new school year.

Thank you to everyone who helped at the school discos Friday just gone. A special thank you goes to Jen and Nicola for holding the fault when the disco went down! These discos were a pleasure to do! All children were behaved and polite! A big thank you to all staff that helped, and Lucia, Kerry and Paula in the office who had to deal with the late bookers.

Here is to a busy month!

8. Treasurer's Report

Income since last report

Date Event Item Incoming

29/04/2025 Sunflower Surprise 2025 Card takings £5.91

30/04/2025 Sunflower Surprise 2025 Cash takings £102.00

01/05/2025 Uniform Sales Card takings £82.58

01/05/2025 Uniform Sales Cash takings £71.00

01/05/2025 Summer Fete 2025 Sponsorship £100.00

02/05/2025 Doughnut Sale 2025 Card takings £132.81

02/05/2025 Doughnut Sale 2025 Cash takings £66.00

08/05/2025 Summer Fete 2025 Sponsorship £50.00

08/05/2025 May 2025 Disco Ticket sales under wrong categorisation £4.93

12/05/2025 Summer Fete 2025 Sponsorship £50.00

12/05/2025 Summer Fete 2025 Sponsorship £50.00

14/05/2025 Summer Fete 2025 Sponsorship £25.00

16/05/2025 May 2025 Disco Cash ticket sales £60.00

16/05/2025 Summer Fete 2025 Sponsorship £25.00

20/05/2025 May 2025 Disco Ticket sales £785.00

19/05/2025 June 2025 Quiz Ticket sales £30.71

Total £1,640.94

Outgoings since last report

Date Event Item Outgoing

29/04/2025 Fathers Day 2025 Chocolate bars

£454.72

30/04/2025 Misc Transfer to the school of Kent Play Clubs &

ABC grants £11,055.77

02/05/2025 Misc Parking for bank run £0.70

06/05/2025 Misc Bunting £17.04

06/05/2025 Doughnut Sale 2025 Doughnuts £101.46

07/05/2025 Summer Fete 2025 Raffle ticket printing £71.40

08/05/2025 Summer Fete 2025 Prizes £269.92

12/05/2025 Leavers Party 2025 Gifts £170.00

14/05/2025 Summer Fete 2025 TEN £21.00

14/05/2025 Misc Raffle licence £40.00

16/05/2025 May 2025 Disco DJ £150.00

19/05/2025 May 2025 Disco Refreshments £41.94

Total £11,939.23

Doughnut Sale P&L We all agreed that the doughnut sale was not as popular as we had hoped, possibly due to the fine weather. We did manage to sell all of the doughnuts thanks to some teachers buying the remainder by the tray. We therefore still made a profit of £97.35 however agreed that we would not do the planned sale on the 23rd May.

May 2025 Disco P&L

This event raised £657.99 after the cost of the DJ and refreshments. This is lower than previous discos due to the ticket sales being considerably lower, but still profitable. Discuss whether we are happy still running these at the same time of year in the next 12 months or whether we should change it up. We could also see how the Leavers' party DJ does, to reduce the costs.

Current Balance

The current balance stands at £16,336.40 in the bank, plus £100 petty cash in the treasurer's possession and the recent cash takings from doughnuts and disco.

9. Donation Day for Summer Fete 6th June children non uniform day-Nicola, Kate, Natalie, Amanda, Sarah Marie to collect donations. Going through donations 9/6 possibly Michelle in addition to Amanda and Sarah Marie.

10. Frozen Fridays – Start 6th June agreed tubs Vegan vanilla and chocolate £2 x 48 tubs, double lollies- 50p x 80, cola calipo £2 x 24, Smarties £2 x 40 order to be made- **ACTION** Cool bags to be brought in **ACTION**

Helpers agree at meeting

6th June Nicola, Natalie, Kate?, Amanda, Sarah Marie?

13th June Nicola, Natalie, Kate, Amanda, Sarah Marie?

Plea for more helpers **ACTION**

11. Father's Day / Someone Special 13th June- Galaxy bars ordered adverts are out if they need a gluten free/vegan need to email.

Wrappers 9.30-11.30 include Sarah Marie, Michelle?, Natalie, Amanda, plea for more helpers ACTION

12. Summer Fete candy floss more to be ordered 44 x 6 (ordered at meeting), Krispy Kremes sum up shop to be turned on for pre orders, **ACTION** price decreased for doughnuts. Drinks order to be done and increased slightly as its is on for an hour longer, cans and water. 2.5 trays of water in lock up. Chair to agree amount and let Treasurer know ASAP **ACTION**
Extras to be ordered coconuts, cups, spoons, strawberries, cream and haribo. **ACTION**
In total 5 x 50p games. Games and stall list to be circulated **ACTION**
Street to Street have booked can we they be asked re vegan/gluten free options. **ACTION**
Bouncy castle, police car and fire engine booked.
Prosecco and Pimms to be brought from supermarket. **ACTION**
Fete prep on 17th and 18th June from 1.30pm and all day 20th June.

Helpers lists have been started, plea for more to continue **ACTION**

13. Constitution

The changes have been agreed following the addition of the below statement constitution should now be sent to charity commission to alert them to our changes and then published

In addition to the president the charity will comprise of a chair and treasurer, and may have up to 4 more officers and 3 more trustees in role bringing the total to 10

14. AOB

Dates of Next Meetings

Tuesday 17th June

Tuesday 1st July

Upcoming Events

Friday 6th June 2025- Donations for Summer Fete

Friday 6th June 2025- Frozen Fridays Start

Friday 13th June 2025- Someone Special Sale Friday

Saturday 21st June 2025- Summer Fete 1pm – 4pm

Saturday 12th July 2025- Y6 Leavers Party 7pm – 9pm

Actions from Meeting

- Ice Cream order to be made
- Plea for helpers to be made
- Order of additional items for Summer Fete
- The amount of drinks to be ordered to be agreed and made
- Pimms and Prosecco to be brought
- Street to street to be contacted and find out about vegan/ GF options

- Games and Stall list to be circulated
- Additional line to be added to constitution
- Constitution document to be sent to charity commission to alert them to the changes made at EGM and then published