

Friends of Thurnham
Ordinary Meeting Minutes
Wednesday 20 September 2017

Confirmation of Other Roles/Responsibilities

Class Representatives:

Silver	- Laura Eldridge, Laura Loft
Gold	- Nadine Barling
Rainbow	- Michelle Pinto
Red	- Jo Abraham (seeking additional rep)
Yellow	- Catherine Edwards, Kerry Brooker
Orange	- Yasmin Church
Purple	- Louis Faulkner
Blue	- Sarah French, Rachel Daniels
Green	- Wendy McIntyre
Donations Coordinator	- Kerry Brooker
Christmas Card Coordinator	- Rachel Glover
Christmas Card Coordinator	- Catherine Edwards

Ideally, we are looking for two class representatives for each class.

It was noted that the class representatives were received as a good method of communicating between parents and FOT.

Vacant Roles/volunteers required:

- Grant/gift aid coordinator (to be discussed at Class Rep meeting)

Scheduled meetings:

- **Class Rep meeting:** Wednesday 4 October 9:30
- **Christmas Advent Market:** planning on Thursday 19 October

Other Business

Lottery Licence:

Eve Small - to renew the lottery licence which enables FOT to sell tickets prior to any event.

Spending Discussions:

- A Fridge/Freezer was suggested to be located within the school grounds for use by FOT for functions as we are unable to use those on the premises for catering (owned by KCC). It was decided that there is insufficient location to house a fridge/freezer. This in turn brought the discussion to if ice-creams or other food items should be provided eg for sports day or if this would create a health and safety issue. [A\) FOT to investigate.](#)
- Pyjama party or similar (Writing week, date TBC) drink and biscuit for each pupil. [A\) Mrs Watkin to confirm requirements \(including list of allergies\) and FOT to look for donations from Morrisons.](#)
- Hall projector – the pictures are dull and of poor quality, the bulb has been replaced but this has not improved quality of the visuals. Ideally would like one that can be rolled up/put away easily so it does not obscure the windows as it does currently. [A\) Emma Savage to investigate costs.](#)
- The music system is very old – only a few of the speakers work.

- A new mobile speaker system was discussed but it was agreed the current one was good for the job.
- Request from the teachers to freshen up some of the furniture that children have access to in the absence of an adult. Everything currently is up high and boxed, it would be great to have storage units with open lid boxes so to encourage independent learning.
A) Miss Chastney to find examples and prices and come back to FOT.

Events:

Family Fun Day – 23 September 2017

Risk assessment has been conducted, the layout and helpers are confirmed. Golden boot for welly wanging has been collected.

There will not be a charge for most activities (only the food/drink and face painting) but donation buckets will be placed throughout with suggested amounts for each activity (thus allowing us to gift aid).

There has been an issue with the tickets as some pupils have received multiple.

A: Alison Norris to contact Wendy McIntyre re setting up a second hand uniform stall.

A: all freezer/cooler boxes/ice blocks and gazebos being loaned to FOT for the day to be brought into school by Friday 22 – name label on everything please.

A: Helpers to arrive at 9am Saturday morning to help set up, although if available most welcome to help Friday after school.

Christmas Cards/Tea Towels/Cups etc

The templates were taken into classes on 19 Sept. Rachel Glover is running this event and Catherine Edwards has expressed an interest in helping.

It was noted that the Christmas Cards were distributed very late last year (due to a number of reasons including an error on the printer's system). The aim is to have the order forms out to parents by October.

Funky Friday Party – 13 October 2017

Peter J Pinto (who used to play in Modern Romance) will be performing live from 21:30 to 22:30 and then again from 23:00 until midnight.

Maidstone United Football ground has provided use of the venue paying only for the bar staff. A minimum of 40 bookings are required for this event to be able to take place. A raffle will be held on the night along with some fun party games.

Harvest Festival/Sale – 16/17 October 2017

In previous years, all money raised from the sale of donated goods and the remaining unsold items have been given to a homeless charity.

This year one hamper will be made from the donations with raffle tickets being sold. All monies received along with remaining food donations will be passed directly to the homeless charity (no re-selling of donated goods).

This Art of Mind – 8 November 2017

Christmas special. Will need some helpers for this event and need to make it clear in the advertising that there will be plenty of festive stencils to use. There was discussion around having a similar event for children but it has so far been too difficult to find a time that would fit. Further discussions required.

Advent Market – 24 November 2017

Father Christmas is booked.

Discussions over possibility to change the name to something more self-explanatory e.g.

Christmas Fayre – to be decided upon at the Special 'Advent Market' meeting in October.

Last year there were 45 helpers, we estimate the same will be required this year.

Samantha Osborne volunteered a group of Year R mums to prepare the reindeer food and other craft items ahead of the day. A) FOT to provide materials required to Samantha Osborne.

Donations this year will be handled by the Class Reps and consolidated by FOT. Donations in Class

colours will be encouraged. There will be 9 hampers for the raffle.

A). Class reps to arrange own schedule for collecting donations for the advent market and create a hamper from their class (must be ready to pass onto FOT on Friday 17).

All remaining donations not included in the hampers will go to the Tombola.

Father Christmas to hand out presents in class – 20 December 2017

Father Christmas is booked.

Music on the Green has asked for a stall to sell tickets at the advent market as there will not be an online option to buy this year. FOT have been offered a percentage of the sale of these tickets. All present agreed it was not appropriate to sell these tickets at the advent market as there is already so much going on.

A) Alison Norris to check with Thurnham School if there are any objects to a table outside at pick-up time to advertise/sell tickets for Music on the Green.

Children's Raffle: After the success and enthusiasm of the coin trail, FOT are looking for another similar event where the children are heavily involved. A new idea is a raffle, for the children (only children's aged prizes) and run by the children themselves – for further discussion.

Other Dates:

19 January 2018	Uniform Sale
26 January 2018	Quiz Night
26 February 2018	Book week
1 March 2018	World Book day
9 March	Mother's Day Pamper
27 March	Easter Walkabout and Cake Sale (Date TBC, Sylvia Kupis to take the lead)
21 May	Coin Trail
18 July	Year 2 Leavers Disco
24 Jul	school ends

Points to note

- All Issuing of tickets going forward will be conducted by the class reps.

Outstanding Actions:

- FOT to issue a request for additional class reps. Provide information on what will be expected in this role.
- BT MyDonate is now active – FOT to send note to all parents with link.
- FOT to issue note to parents: boxes will be placed in reception collecting all used cartridges and toners.
- Class Reps to send out a welcome note to class parents introducing themselves. To let them know what they do and how information is shared. Discuss best communication methods for the class and set up as required.
- Class Reps to contact parents with information on match-funding via Facebook/Whatsapp and/or other method (Alison Norris will be in touch with more information).
- There is some advertising on the year group Facebook pages by people who do not have children in the school which needs to be investigated. A) Alison Norris to contact admins for each group to check if anyone should be removed.

Close: Next Ordinary Meeting arranged 12 January 2017