



**MEETING** Friends of Coten End

*Registered Charity No  
1071996*

**DATE/TIME** Tuesday 26<sup>th</sup> September @7.00pm

*Chair: Mrs Emma Brayne*

**VENUE** Staff Room

**CHAired BY** Emma Brayne

### ATTENDEES

1. Emma Brayne (EB)	2. Sarah Sheepy (SS)	3. Kat George (KG)
4. Sophie Roe (SR)	5. Louise Denton (LD)	6. Imelda Kerr (IK)
7. Sophie Burn (SB)	8. Catherine Steel (CS)	9. Chris Kirby (CK)
10. Gemma Carter (GC)	11. Rav Chaggar (RC)	12. Matt Williams (MW)
13. Simge Sertbas (SSe)		

**APOLOGIES** Hannah Webber (HW), Melanie Piantoni (MP) Vicky Hunt (VH) Orlando Graña (OG) Brittany Brandl (BB)

### TOPIC

<p><b>Chairs welcome</b></p> <ul style="list-style-type: none"> <li>EB welcomed to the first committee meeting of the year</li> </ul>	<b>EB</b>
<p><b>Minutes of previous meeting and matters arising</b></p> <ul style="list-style-type: none"> <li>Friends to purchase pop up gazebos to help run events. Enquiries need to be made around cost and KG will look into storage. We need to be clear they belong to Friends. IK mentioned a contact Owen Prosser-Stock -Year 3 parent. IK to make contact and ask if they have any nearly new, putting in an order for new ones - can we tag on to their order to get some gazebos?</li> </ul> <p><b>Events and dates for 2023-2024</b></p> <p>Thursday 26<sup>th</sup> September -Bags2School</p> <p>Discos – 10<sup>th</sup> November KS2</p> <p>Friday 1<sup>st</sup> December – Reception and KS1 Xmas fair</p> <p>Monday 4<sup>th</sup> December KS2 Christmas Fair</p> <p>24<sup>th</sup> November Donation Day - use Coten End shop to store items</p> <p>Monday 11<sup>th</sup> December – Story time with Santa We need a Santa and two elves.</p> <p>February- Disco KS1</p> <p>Bingo - 8<sup>th</sup> March</p> <p>Summer Fair - 6<sup>th</sup> July. It was discussed whether we want to do a circus instead of a fair. A summer fair was decided.</p> <p>Freaky Fridays – every half term there’s a treat in the shop.</p> <p>July minutes signed off</p>	<b>EB</b>

<p><b>Actions:</b> Investigate storage options and price of gazebos.</p>	
<p><b>Roles and Responsibilities</b> EB thanked everyone. In the next newsletter we will advertise we are keen for parents to bring new ideas. Raffle lead/team – we could advertise this, someone who is happy to own this. We will explain this in the next newsletter Friends Lite is a pool of people who are willing to offer some time. – we need to readvertise this.</p> <p><b>Actions:</b> LD and CS to create next newsletter – to be sent out on the 13<sup>th</sup> October Include the above also a Q&amp;A for the current helpers. (raffle)</p>	<b>SR</b>
<p><b>Events and projects</b></p> <ul style="list-style-type: none"> <li>• Discos - Friday 10<sup>th</sup> November. Year 3/4 5pm – 6pm Year 5/6 6.30-7.30pm. £4 ticket bundle – UV paint or eco-glitter. IK has tweaked the form to ensure parents complete the form correctly which includes allergens, parent details etc. You can't buy a ticket unless all parts are completed. Numbers limited – IK to look at how many tickets were bought last year; it'll be approximately 150 tickets per phase. IK to lead this event with EB supporting. IK and GC will lead the KS1 in February.</li> <li>• Eco events – Winter Coat event, Friday 6<sup>th</sup> October – MP is leading this. Coats to be donated in the morning, pick one up in the afternoon. Displayed in the pop-up shop. Wellies, hats, scarves etc. Put donation box out as some parents want to donate. IK to move payment to STRIPE as Sum up is currently not working. Halloween costume event will run the same as above – Friday 13<sup>th</sup> October.</li> <li>• Pumkin event – Thursday 26<sup>th</sup> October - Looking to run it like last year. KG to enquire about whether we can use the school kitchen to pop the popcorn! Donations to be put towards food bank again.</li> </ul>	<b>EB</b>
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Terracycle opportunity - waste and recycling company. They recycle things that are tricky to recycle, for example crisps packets. There is an opportunity for local community groups to take this on as the current lead within the community is stopping. This could be something we do within school. CS to keep an eye out about what is practical and easy to manage, e.g., pens Eco – committee could get involved.</li> <li>• Class funds – happy to keep that at £1000 per year group and teachers do not need to do a bid proposal. Every child benefits from this. Pupil premium children have reduced costs of trips.</li> <li>• Swishing – MP is happy to run a second-hand clothing event.</li> </ul>	

Potentially on a Friday evening. Charge entry. Possibly look for a date in November.	
<b>Date &amp; Venue of Next Meeting:</b>  Committee Meeting – Friday 20 <sup>th</sup> October, 9.00am Staff room	