



**MEETING** Friends of Coten End

*Registered Charity No  
1071996*

**DATE/TIME** Tuesday 11<sup>th</sup> July @6.00pm

*Chair: Mrs Emma Brayne*

**VENUE** The New Bowling Green

**CHAired BY** Emma Brayne

### ATTENDEES

1. Emma Brayne (EB)	2. Sarah Sheepy (SS)	3. Gemma Carter (GC)
4. Sophie Poyner (SP)	5. Sharn Mounsey	6. Hannah Webber (HW)
7. Leah Crawford (LC)	8. Sophie Roe (SR)	9. Louise Denton (LD)
10. Kat George (KG)	11. Catherine Steel (CS)	12. Sarah Poynter (SP)
13.		
<b>APOLOGIES</b> Birittany Brandl (BB) Vicky Hunt (VH) Imelda Dawe (ID) Peter Chan (PC) Chris Kirby (CK)		

### TOPIC

<b>Chairs welcome</b> <ul style="list-style-type: none"> <li>EB welcomed everyone and introductions were made.</li> </ul>	<b>EB</b>
<b>Minutes of previous meeting and matters arising</b> <ul style="list-style-type: none"> <li>Matchfunding can be pushed in September especially with the new Reception parents.</li> <li>SS updated us with the class funds – every year group has spent their £1000. It has been used to subsidise trips/experiences e.g. All Things Wild (Reception), Raggy Beard &amp; Cotswold Wildlife Park (Year 1), African drumming (Year2), Stone Age Day (Year 3), London (Year 4), Mayan workshop (Year 5) and Shakespeare workshop (Year 6) as some examples.</li> <li>May minutes signed off.</li> </ul>	<b>EB</b>
<b>Finance Report &amp; Updates</b> <ul style="list-style-type: none"> <li>See SR treasurer’s report for full details.</li> <li>Profit since September - £16,751. Spent £17,336.</li> <li>Eco profits and expenditure recorded separately.</li> <li>Summer Fair made over £6000 in two hours.</li> <li>EB suggested that next year dance companies can pay us a fee to be part of the summer fair, perhaps £40.</li> <li>Brochure was great this year and thanks to HW for leading this so well.</li> <li>Thanks to Chip for being a brilliant MC.</li> <li>EB thanked the team for all their hard work to pull this together and it made a big difference having lots of teaching staff present.</li> <li>What can we do better next time? Two bouncy castles only, get one with a cover.</li> </ul>	<b>SR</b>

<ul style="list-style-type: none"> <li>We could purchase our own Friends pop up gazebos however storage could be a problem. CJ's Events could be worth contacting as we might be able to hire them.</li> <li>BBQ – have a third BBQ, possibly could do pulled pork. LABEL FOOD as FRIENDS that is stored in the freezer!</li> <li>Tombola – get rid of spinning box, different location. More people to run it! We need to copy what we do for Easter egg tombola. Be specific about what we ask for.</li> <li>Class funds will be £1000 per year group for academic year 2023-2024</li> </ul>	
<p><b>Bids</b></p> <ul style="list-style-type: none"> <li>Year 6 have revamped their curriculum. It is essential to have high quality texts to support learning. Their themes include WW2, Evolution and Tudors – invest in texts to support these themes. Bid approved.</li> </ul>	<b>EB</b>
<p><b>Events and dates for 2023-2024</b></p> <ul style="list-style-type: none"> <li>Market research - top 3 events are Summer Fair, Easter Egg Trail and indoor Christmas Fair. New events parents would like to see – Circus, Treasure Hunt, Scarecrow Trail.</li> </ul> <p><b>Key Dates</b></p> <ul style="list-style-type: none"> <li>Christmas Fair - <b>Friday 1<sup>st</sup> December and Monday 4<sup>th</sup> December. 24<sup>th</sup> November donation day</b> for this. Kidzone required. Include a Christmas fair session for children with sensory needs.</li> <li>Storytime with Santa <b>18<sup>th</sup> December.</b></li> <li>Discos – <b>10<sup>th</sup> November KS2</b> Year 3 and 4 followed by Year 5 and 6. <b>2<sup>nd</sup> February KS1</b> Reception and Year 1 and 2 disco.</li> <li>Bags2School - <b>28<sup>th</sup> September.</b> P.E hoodies can be included from the uniform shop.</li> <li>Bingo <b>8<sup>th</sup> March</b></li> <li>EET <b>15<sup>th</sup> March</b></li> <li>Summer Fair <b>6<sup>th</sup> July</b> - Happy Circus is available 13<sup>th</sup> July. Discussions were held around Soak Year 6 and whether this would work if we had a circus.</li> <li>Pop up events as the year develops. KG suggested 'Freaky Fridays' selling ice creams, doughnuts etc.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li><b>EB to carry out some research about prices into a circus, what type of circus it is etc.</b></li> </ul>	<b>All</b>
<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Considerations need to be made for the treasurer's role as PC may not be able to fully commit due to demands of work. SR to have discussions with PC and we will advertise if necessary.</li> <li>Committee thanked SR for all her hard work for Friends over the years and SR will be very much missed.</li> </ul>	
<p><b>Date &amp; Venue of Next Meeting:</b></p> <p>AGM – Tuesday 26<sup>th</sup> September @6pm  Committee Meeting – Tuesday 26<sup>th</sup> September @7pm</p>	

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