



MEETING Friends of Coten End

*Registered Charity No
1071996*

DATE/TIME Tuesday 9th May @6.30pm

Chair: Mrs Emma Brayne

VENUE The New Bowling Green

CHAired BY Emma Brayne

ATTENDEES

1. Emma Brayne (EB)	2. Brittany Brandl (BB)	3. Gemma Carter (GC)
4. Tracey Batsford (TB)	5. Peter Chan (PC)	6. Hannah Webber (HW)
7. Jo Isherwood (JI)	8. Sophie Roe (SR)	9. Louise Denton (LD)
10. Chris Kirby (CK)	11. Kat George (KG)	12. Catherine Steel (CS)
13. Jane Mitchell (JM)		

APOLOGIES Sarah Sheepy (SS) Sasha HB (SHB) Sophie Poyner (SP) Zeena (Z) Vicky Hunt (VH) Imelda Dawe (ID)

TOPIC

<p>Chairs welcome</p> <ul style="list-style-type: none"> EB welcomed everyone and introductions were made. 	EB
<p>Minutes of previous meeting and matters arising</p> <ul style="list-style-type: none"> Matters arising from previous meeting - having a Google form for staff to complete to show where Friends money has been spent. KG to speak to LG about the creation of a Google form. Also the possibility of having a storage shed. CS had a chat with Liz Coles. Martin could do this but is currently busy. Something to consider for the future. March minutes signed off. 	EB
<p>Finance Report & Updates</p> <ul style="list-style-type: none"> At the start of the year we had £31,128 Bingo raised £1245 Uniform sales keep going up, including the £50 costume hire - £794 Spring raffle raised £725 Easter Egg tombola raised £703 Amazon Smile £200 (this scheme is now ending) Eco Friends Cookie jars £151.89 Current balance £21,637 See attached finance report for all the details. <p>Matchfunding – how can we get more parents to come forward? Can govenors match fund? HW to ask what companies school Govenors work for. Could give the class reps a list of companies for them to ask parents.</p> <p>Action:</p>	SR

Push Matchfunding by asking parents on Whatsapp groups whether they work for specific companies.	
Bids <ul style="list-style-type: none"> • None received 	EB
Events <ul style="list-style-type: none"> • Risk Assessment - could there be a school member to take responsibility for risk assessment. KG to ask LC • Summer Fair – 6 weeks away! We have a scaled down fair this year and shared out responsibilities. • Entertainment – Stagecoach, Young Voices and Fit to Dance all confirmed. Enquiries are being made for a band – SP making enquiries with a contact she has.. Timings are tight as it is a shorter fair – could the band continue to play after 2pm while people are finishing drinks? The issue we have is that we have a specific clear away time from 2pm. • Chip confirmed he will MC for us – he will meet with EB to discuss sound system/outfits! • Food court in Year 3 playground – bar, BBQ (we will pre cook some to help alleviate queues. Richmond sausages are good for vegan/vegetarian) Coffee van is expensive, so we won't have hot drinks. We will do ice creams. • SR contacted Aspire (popcorn) – they are a possible. • Traditional games are not happening but we will have other games like adopt a bear, nerf gun game. • A couple of Year 3 dads are going to sort football game (penalty shoot out, beat the goalie) – can have a leaderboard. • Kids Squad netball are confirmed. Top of the Rock confirmed, Coten End preschool confirmed – donation bucket. • Melanie – pre-loved uniform • Jolly Jars – we have had 188 donated. LD to put this on Whatsapp class rep group to try and get more. • Eco farmers market – previously we have approached Hintons but hasn't been easy. Perhaps we look to make a relationship with another company. CS to contact Dobbies • Soak Year 6 – SR to organise • EB suggested a putting game? • EB to book bouncy castles – Family Parties • Brochure – Hannah has been organising this and have got some new and old businesses happy to pay for advertising. • Sign up link – to be sent out asap. Staff sign up looking good. • Cover competition – optional task for children to design the front cover. Teachers could spread the message about this – KG could email staff about this. • Summer raffle – can be done now. • Non uniform day on 23rd June – Reception possibly have a trip on this day? They could bring their donations in the day before. KG to check dates. • Refreshments at sports day – Zeena has offered. HW to speak to 	All

<p>Zeena to see if she will run this. Sports Day is on the Astro turf at St Nics. Could we do cans of drink only? No hot drinks.</p> <p>Actions:</p> <ul style="list-style-type: none"> • LD to ask for adverts from parents with local businesses for the brochure using the sponsorship email. 	
<p>AOB</p> <p>Next Friends newsletter – (raffle / sign up / promote fair and what is going to be there) Will be sent out Friday 19th May</p>	
<p>Date & Venue of Next Meeting:</p> <ul style="list-style-type: none"> • Summer Fair update meeting Friday 9th June 9.00a.m – Staff room 	