

Please forward any matters relating to the Minutes below to:
SECRETARY TO THE FRIENDS OF CPJS – KATHRYN CURRY



FRIENDS OF CHESTER PARK JUNIOR SCHOOL

Held at the school on Monday 5th October 2015 at 3:20

	<p>Present:</p> <p>Sue King (Chair), Siobhan Grant (Vice Chair), Kathryn Curry (Secretary), Tony P Phillips (Headteacher), Rosie Griffiths, Jenny Hudson, Phelim Byrne, Mike McNama, Julie Strevens, Bex Evans</p>
ITEM	MINUTE
	<p>Welcome & Apologies for Absence</p> <p>The Chair welcomed everyone to the meeting. Apologies were received and accepted from Zoe Nurse. Sue has spoken with Pam Cottee who is in the process of handing over treasurer to Sarah Ball (following discussion at AGM).</p> <p>Sue has created a planning sheet for all the tasks that are needed to be done for an event to take place. This will help organisers with preparation.</p>
	<p>School Disco 16th October:</p> <p>Kath Morley will sort out the flyers for the disco.</p> <p>Steve has been contacted and agreed to do the disco.</p> <p>Sue King will go to Bookers wholesale beforehand for the tuck shop run. She will get price lists and past orders from Deb Chadron.</p> <p>Mr Phillips will be on the door and teaching staff will be on hand (a rota will be drawn up).</p> <p>A first aider must be on site so either Mr Davis or Mrs Gazzard will be present.</p> <p>Tuck shop help: Sue King, Zoe Nurse, Rosie Griffiths + staff.</p> <p>Disco to start at 5pm – volunteers to arrive earlier to help set up the hall (take out equipment + set up tuck shop).</p>
	<p>Parents' Consultation Evening 17th/18th November:</p> <p>The Friends will be providing refreshments for parents.</p> <p>Tuesday: 3:30 – 4:30 Siobhan Grant 4:30 – 5:30 Sue King</p> <p>Wednesday: 3:30 – 4:30 Jenny Hudson 4:30 – 5:30 Rosie Griffiths</p> <p>Sandra Cirant will also be asked to help and support.</p> <p>Tony had the idea that a display board be available to promote the different events the Friends does and what they have done for the pupils. Information/signing up sheets to be available (ask Kath Morley). Parents to have the opportunity to know where the funding comes from for these events and other items such as Year 6 Leaver Books.</p>
	<p>Christmas Sing-a-long 7th December 6:00 – 7:30:</p> <p>Siobhan will be coordinating this event.</p> <p>Matthew has been contacted and is happy to play the piano.</p> <p>Mrs Morley to create the flyer and get out to parents.</p> <p>Parents will not be charged for the events but the flyer must state that donations will be</p>

	<p>accepted and that festive attire is encouraged!</p> <p>People available to help are: Zoe Nurse, Stacey Foot, Andrea Cohen. 4S will be the main classroom for refreshments – set up will be straight after the school day.</p> <p>Raffle prize: Christmas cake (Rosie kindly agreed to make).</p>
	<p>Updating of email list:</p> <p>Mike McNama to organise.</p>
	<p>AOB:</p> <p>There was no other business to consider.</p> <p>Bex mentioned that the School Council will be contacting the Friends in due course.</p>
	<p>Date & Time of Next Meeting:</p> <p>Monday 23rd November 2015 at 3:20 in 5C</p> <p>Key items for discussion:</p> <ul style="list-style-type: none"> • Review of disco. • Parents' Consultation feedback • Organisation of Christmas Sing-a-long (update)