

**FRIENDS OF RETTENDON SCHOOL**  
**Minutes of meeting held Wednesday 8<sup>th</sup> November 2017, 7.45pm**  
**Venue: Toby Carvery, Thomas Kemble, Runwell**

**Present**

Karen Ballantyne  
Karen Seymour  
Lucy Laing  
Suzanne Ward  
Tracy Cunningham  
Gemma Kemp  
Kim Montgomery

**Apologies**

Anna Armiger  
Lian Simmonds  
Caroline Shaftain  
Sharon Marsh  
Gurenda Newing  
Debbie Little  
Michelle Ride  
Catherine Salisbury  
Ali Gardner  
Shannon Abbott  
Gemma Gouldsmith  
Magz Hull  
Amanda Barlow  
Bekki Swift

**Welcome to new members**

Karen B welcomed our newest recruit, Lucy Laing

**Teacher Representative update**

Following our AGM we invited all teachers to consider being the Teacher Rep. We received no nominations or any communication in response to the invitation and so cannot take a vote. Karen B and Karen S have spoken with Mrs Meecham who seemed keen to join the FRS however, she made us aware of her terms of contract which may not meet our constitution.

- Tracy C will try to obtain a copy of our constitution from Helen Banks to clarify.

- Karen B to follow up with Mrs Barber to see if she, and Suzanne can attend a staff meeting to encourage staff members to take part, maybe on a rotary basis, as the PTA may no longer be able to continue with out this.

We are hoping and trusting that the teachers will see the value in being part of the FRS and are continuing to plan for the future, raising funds which will benefit them, and our children.

**Recent Events**

**a) MacMillan Coffee Morning. 29<sup>th</sup> September 2017**

Thank you to all those who helped at, and donated to the coffee afternoon. We raised £205.20 for this great cause!

Alongside that we managed to raise £29 for the school via a wine raffle.

**b) Cake Sale, Friday 20<sup>th</sup> October 2017**

We pre-packed the individual cakes/slices into small sandwich bags and sold them on the playground after school. We sold the cakes for 50p each, or 3 for £1. The cakes sold extremely quickly so we had no left-overs however, possibly because of our pricing structure we had sold out before a few children who came out later from school had the opportunity to buy a cake. Going forward we will hold off on the 3 for a £1 offer until necessary. We raised £48.00

**Preparation for Christmas Events**

**a) Tea Towels**

Teachers and pupils will now have completed their self-portraits for the tea-towel design and an order form distributed to each class for their book bags. We discussed that some forms have not made it home yet.

- *Kim and Karen S, as Class Ambassadors, will share a picture of the order form and an example of the tea-towel on their Facebook Notice Boards for those who have not yet received the info. They will also share with other Ambassadors.*

The deadline for the portraits is Thursday 9<sup>th</sup> November

ACTIONS

- *Michelle and Suzanne to design the tea-towel on Friday 10<sup>th</sup> November*

- *Karen B to collect orders from parents, submit design and orders to the service provider*

- *ALL.. We need volunteers to help with distribution please*

We agreed to look into tote bags for smaller groups (individual classes or year groups) in future

**b) Family Christmas Disco – Shotgate Village Hall, Saturday 2<sup>nd</sup> December**

The hall has been booked from 1.30pm until 5.30pm. Suzanne advised that the hall's caretaker can arrange the number of chairs and table we specify before we arrive. The hall will already display Christmas decorations and she conveyed the lay out of the hall, including a side room which we can use for grotto. The caretaker will also put away the tables and chairs, and sweep up, leaving us the task of clearing our things away and taking our rubbish with us.

We agreed that we would like as much time as possible to set up and could cope with half an hour to clear up. Therefore we agreed the time of the event to be 3pm – 5pm.

We also agreed to the following:

- The event will be a disco, rather than a party
- The cost of the grotto will be included in the children's ticket price
- The gift from the grotto to be chocolate Christmas figure plus alternatives
- Ticket price per child £5
- Ticket price per adult £1
- Gift stall and wrapping service (items provided via Giving Tree)
- Sweet bags on sale for £1 (sweets provided via Giving Tree)
- Dress Code is 'Party, Christmas, Fancy Dress optional'
- Bring your own nibbles and drinks (NO ALCOHOL)
- On the Spot raffle (£1 per ticket, total raised split between winners and FRS)

- Giving Tree inventive – Smyth’s Voucher (value tbc)

#### ACTIONS

- Tracy to check if Ken Monerville can provide disco. (Suzanne consider alternative if he is unable)
- *ALL advise if you are able to help with Giving Tree collection of items and preparation for the event / take ownership of the On the Spot Raffle / Set up and clear away on the day.*
- Karen S to create letter with info and ticket ordering slip to go in book bags on Monday 13<sup>th</sup> November.
- Suzanne to create poster and update notice board by the back gate.
- Amanda to post on FRS Twitter / Karen B or Suzanne to post on Facebook.
- Karen B to organise Giving Tree notice to in book bags this week.

We agreed Giving Tree dates and items to be requested:

Wednesday 15<sup>th</sup> November – Female Gift

Wednesday 22<sup>nd</sup> November – Male Gift

Wednesday 29<sup>th</sup> November – Sweets and chocolate

#### **c) Christmas Prize Draw**

We agreed that, as it has been a great earner for us in the past, we will organise a Christmas Prize Draw. We already have a generous gift from Aaron Othman, Partyman World, which we didn’t use earlier in the year, and we agreed on the following:

- 1<sup>st</sup> Prize Party for 10 children at Partyman World of Play (donation as above)
- 2<sup>nd</sup> Prize Christmas Hamper (donated by FRS Members)
- 3<sup>rd</sup> Prize Case of Wine (donated by Governors)
- 4<sup>th</sup> Prize £50 Cash (possibly Temme English)

#### ACTIONS

- Karen B to approach Temme English for cash donation
- Kim to approach the Governors
- Tracy to coordinate and put together the hamper
- Suzanne to order the tickets.

Date to return foils: Wednesday 13<sup>th</sup> December. Date of draw: Friday 15<sup>th</sup> December

#### **d) Movie Night, Tuesday 19<sup>th</sup> December**

We now have a MLPC for the FRS which enables us to screen films so long as we do not charge for it. We can however, suggest a donation for accompanying refreshments at film events.

Mrs Barber has confirmed that she is happy for us to host the event on Tuesday 19<sup>th</sup> December, straight after school. We agreed to advertise the times of 3.20pm until 5.45pm. This will give us enough time to play the films but also stop them half way through for the children to stretch their legs, possible play a party game.

We will show two films, one in the main hall, one in the Pavilion – both of which are available for our use on the day.

We agreed to offer Popcorn and a bottle of water as refreshments and to make it clear on the ticket that no other food/drink will be permitted at the event.

We agreed that we should have at least 4 adults present at each showing for crowd control and toileting. Also that the film choice will be:

Arthur Christmas (U cert.)

ELF (PG cert.)

#### ACTIONS

- ALL please advise if you are available for this event (SW, LL confirmed, poss. KM,KS and TC)
- Kim and Karen S to organise refreshments (ask Lian for possible donation of bottles of water?)
- Suzanne to create poster and letter/tickets for the event
- Michelle to organise film showing (TBC)

#### **e) Entrepreneurial Event, Friday 1<sup>st</sup> December**

Mrs Barber has confirmed that the teachers are happy with our suggestion to sponsor an event to support the children in the entrepreneurial skills development.

We will give each class a budget of £50 and a choice of two items (costing less than £1 each).

It is up to each class to advise how many of each item they would like to purchase (Deadline: 17<sup>th</sup> November) .

We will then buy the items for them during the week commencing 20<sup>th</sup> November.

The teachers and staff will be responsible for helping the children choose the sale cost, display their items on the afternoon of the event, and decide how to run the stall during the event.

Mrs B advised that the classes will be able set up in the hall from 1.30pm.

Event to take place from 3pm-4pm.

FRS to match any profit made. Each class to keep their profits and decide how they would like to spend the money.

#### ACTIONS

- ALL to source Christmas themed item suggestions from local shops and share via email
- Karen B and Suzanne to collate ideas and offer list items to each class by Tuesday 14<sup>th</sup> November
- ANY VOLUNTEERS please? To purchase items during the week commencing 20<sup>th</sup> November
- Event to be publicised via book bags

#### **Easy Fundraising**

Gemma K has looked into Rettendon School parent's uptake to this shopping app and highlighted the fundraising opportunities should we be able to encourage more parents/grandparents to use it. We discussed the issues we have had in receiving any money from this organisation (with a change in admin) but all agree it is something that we should definitely be promoting.

#### ACTIONS

- Karen B to liaise with Tracy Gomez and arrange a call to the organisation to update the name of the Admin.
- Gemma K to put posters into book bags to promote the website/app.

## **Gift Aid**

Gemma K has also looked into the possibility of FRS registering with HMRC in order to benefit from Gift Aid. She has spoken with HMRC and so long as there is no service/prize received in conjunction with any donations given, we would be eligible to claim the Gift Aid. E.g. If donations for the Class 1 cooking ingredients were given to FRS, to then be passed on to the school, we could claim. Also, should parents be unable to support events but would like to make a donation (without receiving anything from us in return) we could claim on that amount also.

We all agreed that it is worth looking into further and considering how we can utilise this going forward.

## ACTIONS

- Gemma K to register FRS with HMRC for this purpose and draft a letter for parents asking for general donations

- ALL to consider how we can utilise this in future

## **AOB**

- a) **School Council** – Kim and Tracy (representing the Governors) asked us to consider how to involve the School Council to voice their suggestions for what they would like us to spend money on.
- b) **Book Tokens** – Mrs Meecham has tasked Class 4 with looking after the library e.g. clearly labelling areas, creating a nice space for the children to enjoy reading etc. One of the librarians mentioned to Suzanne that they would like to hide book tokens into some of the reading books. We agreed that it would be good to support their ideas and will purchase 5 x £1 WHSmiths vouchers for them to use.

## **Date of next Meeting/s**

Monday 27<sup>th</sup> November at 7.30, venue TBC

Monday 15<sup>th</sup> January at 7.30pm, venue TBC