**The Friends of Banks Road Infant and Nursery School**

**Meeting Minutes – 15/01/2019**

**Attendance**:

|  |  |
| --- | --- |
| **Committee members** | **In attendance YES/NO** |
| Vicky Murray - Chair | No |
| Sarah Stephenson – Vice Chair | Yes |
| Beth Benton - Treasurer | Yes |
| Alex Vass – Treasurer | Yes |
| Sam Whyld - Secretary | Yes |
| Fay Taylor  | Yes |
| Miss James | Yes |
| Nicola Bly | Yes |
| Ami Endersby | Yes |

1. **Apologies**

Nicola Gallagher

Vicky Murray

1. **Christmas Disco**

How much raised: £914.70

We would like to thank everyone who attended the event and volunteered their time to help out on the night. This was a great event in the lead up to Christmas.

Points to note include:

* + This is down £131.74 from last year but is still a fantastic amount of money raised for the school.
	+ We were a little down on ticket sales (13 children and 11 adults). This had a knock on effect to the bar profits. Due to lack of volunteers on the night we were also unable to run planned games.

There were a number of Chocolate selection boxes left after the event which were donated to the school to be used as prizes etc.

Actions/Improvements to note:

* + Feedback was generally positive
	+ As always more volunteers especially on the night would have been beneficial especially with set up of the event.
	+ We have quite a large amount of stock left after the event. This is mostly sweets and chocolate. In order to prevent this stock going to waste it would be advisable to run a separate tuck shop after school one day if this is unlikely to get used at an event in the near future.
1. **Quiz Night - Friday 8th of March 2019**

**Alex Vass** is coordinating this event.

* Mr Williams the Quiz master is booked (**Sarah Stephenson** to liaise regarding length of quiz and bingo)
* Traditionally Woodstock road chip shop has supplied small sausage and chips, small fish and chips or a large chips for those who have ordered with their tickets. These tickets are £6 and tickets without food are £3. Woodstock road chip shop is under new management. **Beth Benton will approach local chip shops for quotes and see if they are able to meet the numbers required.**
* **Beth Benton** to amend ticket letter and to send to the office to be sent out. **To include on letter that tickets will not be sold on the door**.
* **Alex Vass** to supply information for shopping list and **Beth Benton and Sarah Stephenson** to complete spreadsheet and come up with shopping list.
* **Sarah Stephenson and Beth Benton** to stock up bar and check stock levels and equipment for event such as Bingo machine etc
* Pink form to be completed for hall hire from school **Fay Taylor**
* **Sam Whyld** to apply for alcohol license and complete risk assessment for event.
* **Beth Benton** to amend rota ready for filling with volunteers.
* **Beth Benton** to source bingo prizes.
1. **Funding requests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of the Item Requested** | **How Much requested?** | **Agreed/Not agreed/****Postponed** | **How much agreed in the meeting?** |
| Maths Mastery Books  | **£1000** | Currently unable to release funds for this.\* |  |

**\*It is felt that currently we are unlikely to raise enough this year through the planned events to fund both the Maths Mastery Books and the Kitchen area. The committee are to have a further subcommittee meeting to try and plan further fundraising events that could contribute to this. For example, film evening for the children and second-hand book stall.**

1. **Any other Business**
* It was again felt that we need to reach out to families in the school to help with engagement at events. To try and increase social media use and word of mouth in the playground.
* **Miss James** will give us dates for Math’s Mastery talks to see if anyone can attend and talk to parents to explain what we are aiming to fundraise for and also promote upcoming events.
* In discussion it was noted that Bispham friends committee have changed how they process tickets to try and comply with GDPR so that no names of children are taken off site. It was discussed if we currently needed to change our practice. There was no one with the knowledge to answer this at the meeting. **Miss James** will kindly speak with Mrs Holmes who is the GDPR link for the school for further advice.
1. **Date of Next Meeting**

The date of the next meeting was confirmed as Tuesday 19th March 18:30 in the school staff room. All are welcome. Please come along if you would like to see what we do or help contribute ideas for future events.

**18/01/2019 Additional committee meeting.**

Following the committee meeting on 15.01.2019 the accounts were clarified and it was identified that the current bank balance stands at £7301.24. This figure means it would be possible to now vote on funding requests for the new baking area and maths mastery books.

A further committee meeting was held today.

In attendance

Sarah Stephenson

Beth Benton

Alex Vass

Miss Buxton

Mrs Sissons

**Funding requests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of the Item Requested** | **How Much requested?** | **Agreed/Not agreed/****Postponed** | **How much agreed in the meeting?** |
| Maths Mastery Books  | **£1000** | **Agreed** | **£1000** |
| Baking cookery area (reception shared area) | **£3250 with possible additional £300 for work to make electrics safe for new area.** | **Agreed** | **£3550** |