

**Friends of Otterham Community Primary School Minutes**  
**Meeting Date – Monday 13<sup>th</sup> October 2:30pm**

**Present** – Helen Lockwood, Jo Kenyon, Clare Dalton, Susie Brooks, Christie Upington, Clare Jones, Jade Hobbs-Hurrell, Lisa Ward, Kerry

**Apologies** – Laura Spry, Jodie Parsons-Wilton

**1. Tea Towels**

There have been 119 ordered from school. Mrs Ward can have 30 tea towels spare to be used as Leavers Presents for the next 3 years. Susie has double checked with the company, we can order 150 in total. Cost to us for 150 tea towels is £433.00. With the 119 ordered at £4 per tea towel, tea towels currently paid for is £476.00. To do - Susie will order and Clare Dalton to arrange payment after delivery.

**2. Christmas Shop**

Christmas Shop has been put in the school diary for Friday 5<sup>th</sup> December am. We have plenty of gifts already bought this year, so hopefully won't run out like last year. Clare Dalton to arrange the purchase of some socks to boost the stocks. Date for wrapping presents – Monday 17<sup>th</sup> November, we can also wrap Christmas books at the same time if we have enough time. To do – purchase some more wrapping paper if anyone sees any in bulk.

**3. Christmas Fayre and Raffle**

Date in the school diary of Friday 12<sup>th</sup> December. Lisa has got the email letter template for raffle prize requests. Laura Spry is ready to start emailing. After speaking with Simon Smith, there was no easy way to share the Friends email account with Laura, so Lisa will give Laura the log in details to enable her to start emailing. Clare Dalton asked that the log in details be changed at the start of each school year to ensure some level of security. Once Lisa has registered the PTA with the Charity Commission we will need to have official pre-printed raffle tickets this year. Discussion around having outside stall holders again this year – Ann, Skylar and Jess, Helen. Agreed to have them on board. Frances sold out of the sweet cones last year, but struggled to sell the hot chocolate cones unfortunately. Decision made to make more sweet cones – Clare Jones agreed to make approx. 75. Susie spoke to Frances whilst at the meeting, she has several of the empty sweet cones left over that we can use. Non School uniform day put in the school diary of Friday 28<sup>th</sup> November in exchange for tombola prizes. To do – Ask Laura Spry to get a quote from her brother on how much the pre-printed raffle tickets would be. Look at other printing options if need be. Speak to Helen Ward – see if school council will have a bric a brac stall this year, and the Year 6 games stalls.

**4. Whole School Cinema Trip**

Helen Ward would like to take the whole school to the cinema again like we did last year on the last day of the Autumn Term before Christmas – Thursday 18<sup>th</sup> December. Having looked at the listings, Zootropolis 2 is out at the end of November and would hopefully be suitable for the whole school.

Last year the trip cost the Friends £440 for transport and entry. Unanimous decision to fund the whole trip again this year.

#### 5. Christmas Dinner

Last Wednesday of school before Christmas break. Miriam, Helen and Susie will come into school and make Christmas crackers with the children to have on Christmas dinner day. Susie is sourcing the bangers, hats etc. This will also be the schools designated Christmas Jumper Day.

#### 6. Christmas Jumper Sale

No date in the diary yet for the sale. No jumpers donated yet, will send out reminders again before half term now the tea towels have been finalised. Jade asked if we could also sell donated Christmas pyjamas, agreed this was a good idea too.

#### 7. Charity Commission Update

Lisa hadn't had the time over the Summer Holidays to complete the registration, however, it did give Clare Dalton the opportunity to do an end of school financial year accounts update. Signed by both Lisa and Clare. Clare has also provided Lisa with an up to date bank statement, so should have everything needed now to complete the registration. There is currently approximately £2,200 in the Friends Bank Account. There are no big expenditures planned this year, we shall build some more funds again and look to the next year on what is required.

To do – Lisa Ward to finalise the charity commission registration

#### 8. A. O. B

Jo Kenyon asked if the Friends would be happy to fund the Joe Rice First Aid training that we paid for last year. Unanimous decision by all present that yes we would as it is very much a life saving skill for the children.

To do – Jo Kenyon to liaise with Helen Ward and Joe Rice to arrange.

Meeting finished at 3:30pm.