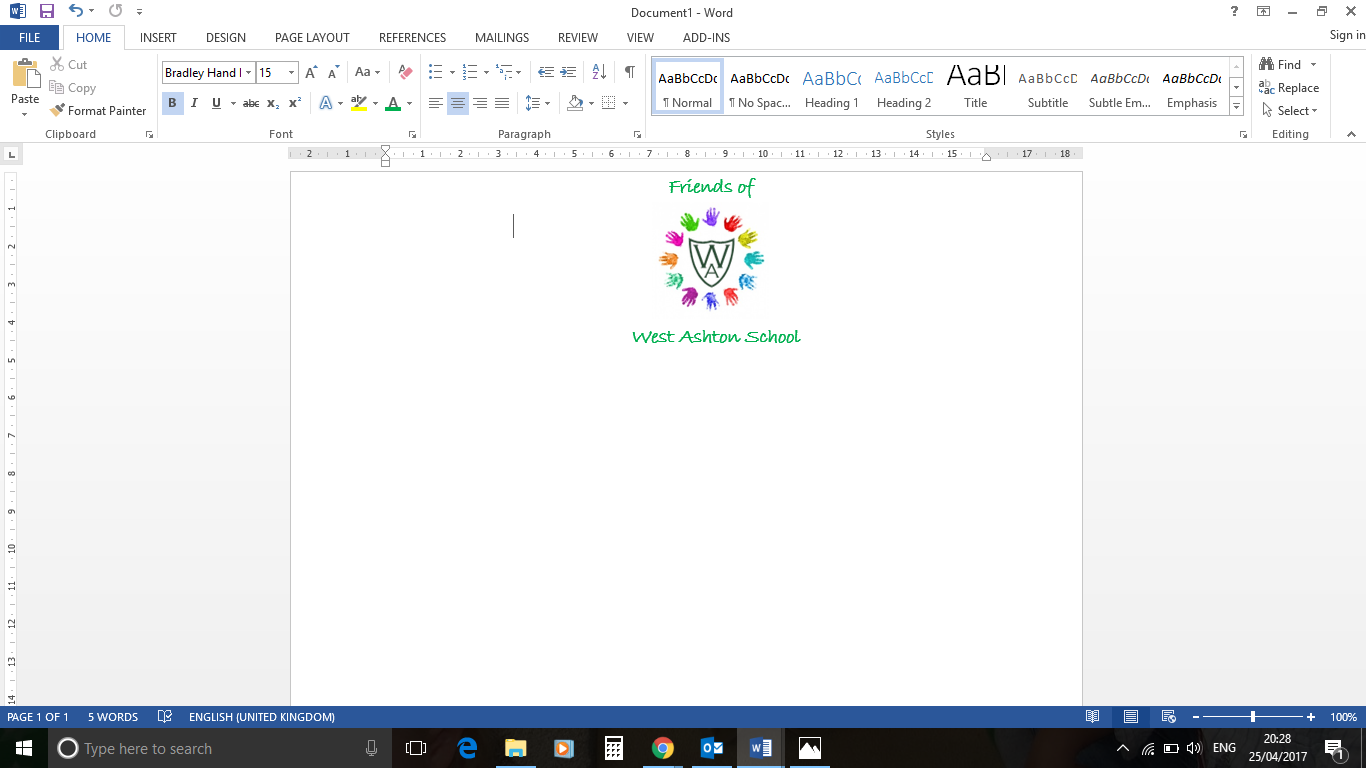
**West Ashton Primary School**

**Friends Of West Ashton School**

**Reg Charity – 1137442**

**Friends Committee Meeting**

**Wednesday 13th September 2017 – 8pm**

**The Red Admiral, Paxcroft Mead**

**MINUTES**

**Present**

Mari Webster (Chair) MW

Ruth Heywood (Secretary) RH

Cara Williams CW

Donna Turnbull DT

Jo Squires JS

Sarah Morris SM

Sarah Ponsford SP

Vicky Metcalfe VMet

**Apologies**

Felicity Bath (Vice Chair) FB

Vicky Montacute (Treasurer) VMon

|  |  |  |
| --- | --- | --- |
| **Item** |  | **Action** |
| **1** | **Welcome and apologies**  MW welcomed everyone. Apologies received from those detailed above. |  |
| **2** | **Minutes of last meeting (22nd June 2017)**  Minutes were agreed and signed by MW.  **Matters arising**  Matters arising – BBQ storage – the BBQ will be stored at CW’s house.  Matters arising – Name change – the bank & Charities Commission still need notifying of the name change.  3 – Accounts – MW is still investigating the possibility of running the FOWAS accounts through the Acorn Trust. Accounts spreadsheet to be updated by the new Treasurer to better reflect current fundraising activities.  AOB – Longleat trip – this idea has been postponed for the time being. | VMon, MW  MW  Treasurer |
| **3** | **Accounts update**  No accounts update this month.  MW to contact VMon ahead of AGM to ensure accounts ready and confirm payment to Walter Rose for BBQ meat. | MW, VMon |
| **4** | **Family Fun Evening washup**  The event was a great success again this year, raising about £800. The donkey rides and ice cream van were a huge hit. The band really helped to set the mood and their playing has inspired some of the children to want to join.  Date of 20th July provisionally agreed for this summer’s event. RH to confirm this with the school. | RH |
| **5** | **Head’s update & funding requests**  **Playground equipment** – the staff have put together a wish list of equipment to improve engagement and behaviour at playtime and lunch time (attached). All present agreed to fund the £100 requested. Matt Heywood to source some second hand lego up to a maximum of £50. School to source other equipment and invoice FOWAS.  **Robins equipment** – Justine Buckley has requested a number of items for Robins class (attached). All present agreed to fund the £200 requested. Justine Buckley to source equipment and invoice FOWAS. | RH, SP  SP |
| **6** | **Scarecrow trail – 7th & 8th October 12-4**  **School involvement** – classes will each make a scarecrow. RH to contact class teachers to ask what help they would like with resourcing and/or making their chosen scarecrows.  Debby Huxham to unlock with RH on Sat morning.  SP to help on Sat afternoon and lock up.  DT to ask if Neil Turnbull will unlock with RH on Sun morning.  Justine Buckley to lock up on Sun afternoon.  **Village involvement** – still need hosts and makers from the village. DT to do another leaflet drop. RH to write letters to previous hosts and DT to deliver.  **Volunteers** - needed to help set up on Fri 6th, and before, during and after the event on Sat 7th and Sun 8th. RH to e-mail committee and committee volunteers to ascertain availability and those willing to provide cakes for the event.  **Prizes** – VMet has sourced voucher from bike shop in Melksham. RH to buy reduced price Odeon vouchers for family of four. Other committee members to let RH know of other possible prizes.  **Advertising** – DT to set up FOWAS events page with details of scarecrow trail and other events. JS to put posters up around school and village. SM to contact Wiltshire Times.  CW to source new set of Dingbats. | RH  DT, RH  DT, RH  RH  VMet, RH  ALL  DT  JS  SM  CW |
| **7** | **Quiet area refurbishment**  MW has got a quote from Johns Associates of just over £3,000 to completely repair and refurbish the Quiet Area. They have capacity to complete the work as soon as possible. The refurbishment would use superior quality resources to those used previously to ensure the work would stand the test of time. All those present were in favour of this work being completed to improve this valuable school asset. MW to raise this at the upcoming governors’ meeting and ascertain whether further quotes are needed. | MW |
| **8** | **Macmillan coffee morning (afternoon) – Fri 29th Sept**  We will be hosting a Macmillan coffee morning after school on 29th Sept in Roblarks classroom. RH to order coffee morning pack, put posters up and advertise on FOWAS Facebook page. DT & RH to help set up on the day. | RH  DT |
| **9** | **Christmas dates & plans**  **Christmas cards –** DT has received the pack for Christmas card designs and will hand these out to staff this week. Designs to be completed in classes by 12th Oct and returned by 15th Oct.  **Christmas event –** it was agreed to host a Christmas event on Fri 15th Dec. Details to be confirmed at next committee meeting. | DT |
| **10** | **Future of FOWAS**  Many officers and members of the committee are planning to stand down at the AGM on 19th Sept. It was suggested that the role of ‘Events Organiser’ be created to ease some of the workload. Other possible volunteers to be approached prior to the AGM. |  |
| **11** | **AOB**  **Urn –** DT requested funds to purchase a new urn for use at school events. All present agreed to fund £50 for this. DT to purchase this.  **5p Fridays –** to be reenergised with reminders. MW to suggest that Student Council decide what 5p money should be spent on.  **Alternative venue –** it was agreed that the Red Admiral is becoming too busy and noisy for meetings and an alternative venue should be found. All to consider possible options and let MW know. | DT  MW  MW, ALL |
| **12** | **Date of next meeting**  The AGM will be held on Tues 19th Sept at 3:15pm.  It was agreed to decide the date of the next committee meeting at the AGM, once the new committee has been appointed. |  |
| **13** | **Close of meeting**  The meeting closed at 10:15pm. |  |