**West Ashton Primary School**

**Friends Of West Ashton School**

**Reg Charity – 1137442**

**Friends Committee Meeting**

**Thursday 22nd June 2017 – 8pm**

**The Red Admiral, Paxcroft Mead**

**MINUTES**

**Present**

Mari Webster (Chair) MW

Felicity Bath (Vice Chair) FB

Ruth Heywood (Secretary) RH

Donna Turnbull DT

Sarah Morris SM

Vicky Metcalfe VMet

**Apologies**

Vicky Montacute (Treasurer) VMon

Cara Williams CW

Jo Squires JS

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| **Item** |  | **Action** |
| **1** | **Welcome and apologies**MW welcomed everyone. Apologies received from those detailed above. |  |
| **2** | **Minutes of last meeting (17th May 2017)**Minutes were agreed and signed by MW.**Matters arising**Matters arising – BBQ storage yet to be agreed, but VMet and Paul Metcalfe will build BBQ ready for Family Fun Evening and store at in-laws until needed.2b – VMon is dealing with name change with the bank and MW to contact Charities Commission. It was agreed and confirmed that we are now Friends of West Ashton School (FOWAS / The Friends). RH to update information for FOWAS web page on school website.6 – Mr Porter is happy for existing risk assessment format to be used and has asked for copies to be sent to him ahead of events.10 – Christmas cards are booked and paperwork will arrive after Oct half term. DT will contact staff to sort out getting pictures drawn by each child. These can then be made into cards, gift tags, mugs or tea towels. | VMetMW, VMonRHDT |
| **3** | **Accounts update**MW gave an accounts update in the absence of VMon.Payments and receipts have largely balanced this year so capital remains at just under £4500. (£4493.41)Payments still pending include new sports equipment (£1000), People’s String Foundation (£250) and money agreed to fund end of year trophies (£200). Current available funds are therefore about £3000.It was agreed that the spreadsheet needs updating to better reflect current activities. RH to check with VMon if she is happy for RH to do this.MW noted that the Acorn Trust have mentioned the possibility of running FOWAS books through them to ensure VAT exemption. MW to pass information on to VMon so VMon can discuss this. | RH, VMonMW, VMon |
| **4** | **Family Fun Evening (5-8pm 7th July) planning**All stall prices were agreed as shown in the attached information sheet. It was agreed that only use of the inflatables and face painting will be included in the ticket price.Very few tickets have been sold so far so catering quantities will be agreed by e-mail at the end of next week.**Advertising** – RH has produced letters, posters and tickets. Judy Jones selling tickets through the office. New parents also invited by way of welcome letter. RH to make contact with new parents at settling session on 26th June.**Clubs** – Mr Porter has said he will cancel all clubs on 7th July. Mr Porter is happy for those in wraparound club to be supervised by Active Trowbridge and will speak to AT staff regarding this.**TEN licence** - MW has purchased this.**Inflatables** – DT has booked bounce and slide, bouncy castle and disco dome for 5:00-8:00 and Active Trowbridge will arrive half hour before to set up. RH has risk assessments for these.**Donkey rides** – DT has organised this and will offer rides throughout the evening with the help of a friend. DT will bring donkeys on site during the afternoon of 7th July to ensure they can be kept calm. DT to liaise with staff regarding car park access.**Glitter tattoos** – DT has organised these and will order more glue. Megan will help on the day. Jenny Pritchard to provide glitter if required.**Trowbridge Youth band** – SM has booked this. SM will be responsible for set up on the night. The band will play 5:00 - 5:45 and 6:15 – 7:00.**Ice cream van** - JS has booked this. RH to check timings and access.**Bottle tombola** - Non uniform day booked for 30th June and parents/carers have been notified. JS to place boxes in reception on Thurs 29th afternoon and collect after school on Fri 30th.**Lucky dip** – FB has ordered stuff and all to donate any other suitable prizes. FB to wrap.**Face painting** – FB has checked current stock. There are sufficient face paints. FB to order FOWAS set of sponges, brushes etc.**Food and drink**CW has booked meat order with Walter Rose. RH to check date for final numbers and delivery time.VMet will buy drinks etc in w/b 3rd July.Beth to provide salad bar like last year.RH to agree quantities by 30th June and communicate these to VMet and CW.**Megaphone** – FB to be in charge of announcements. MW to locate megaphone.**Music** – DT to source playlist.**Risk assessment** – RH has produced risk assessment for the evening. RH to e-mail copy to Mr Porter for approval and ensure front door is locked to prevent children leaving unattended. RH to produce allergen information for all stalls. RH to produce photography disclaimer.RH to circulate information sheet to committee and produce and circulate volunteer rota. | RHDTDTRHJSALL, FBFBCW, RHVMetRH, VMet, CWMWDTRHRH |
| **5** | **Head’s update & funding requests** **Sports equipment**This has been purchased through Active Trowbridge at a discount. Equipment cost £1000 and is being well used and enjoyed by all the children already.**Year 6 leavers**It was suggested that FOWAS would like to offer each Year 6 a way of remembering the school. DT to speak to Mr Perry about how and what to do.**Bibs for sports day**It was agreed to purchase green bibs to supplement the red and blue ones purchased last year. VMet has ordered these at a cost of £47 and will deliver to school tomorrow. VMet to check location of existing bibs with Judy Jones.RH to ensure parentmail sent with timings for Sports Day and letting parents/carers know they do not need to provide t-shirts. | DTVMetRH |
| **6** | **End of term celebration event**MW has agreed with Mr Porter that FOWAS will fund trophies for ‘Pride of West Ashton’ awards on last day of term at a cost of £200.RH to speak to Mr Porter and ask if he would like tea and cake served at this event. | RH |
| **7** | **Scarecrow trail**It was agreed that this year’s theme will be ‘Famous Duos’ and will run 12pm until 4pm on Sat 7th and Sun 8th Oct.It was agreed that this will be an event for the school community, family and friends. It will be promoted to the school and village community and posters put up by West Ashton crossroads, but not advertised more widely this year.RH to request staff involvement to provide one scarecrow per class.RH to write letter for parents/carers and staff giving ideas.RH to send letters for village to DT (including personal letters to previous participants) and DT to post these around village over the summer. DT to set up FOWAS events page on Facebook to promote events more widely in future.RH to speak to JS regarding Dingbats.DT to provide straw if necessary. | RHRH, DTDTRH,JS |
| **8** | **Quiet area refurbishment**All present agreed to fund full refurbishment of the Quiet Area by Johns Associates. MW to speak to Johns Associates to get an updated quote (2016 quote was around £2000) and request work to be completed over summer holidays or as soon as possible thereafter. MW to speak to Mr Porter regarding access. | MW |
| **9** | **AOB****School performance refreshments**Performances on Tues 11th July at 1:30pm and 6:30pm. DT to organise refreshments for both performances with help from other committee members present. RH to help with set up. **Costumes for Robins**FOWAS have been approached to fund the purchase of scrapstore materials for Robins to create their own costumes. RH to speak to scrapstore and Creation Station to see if they could provide a workshop to inspire costume making and then leave materials behind for further exploring. FOWAS to fund this for next term if appropriate. MW to discuss this with Robins staff.**Longleat trip**RH raised the possibility of funding a whole school trip to Longleat to celebrate the end of term. MW to speak to Mr Porter to ascertain if this is something the school would like to do. FOWAS to fund the coach cost if staff are happy with this idea. | DT, RHRHMWMW |
| **10** | **Date of next meeting**The next meeting was booked for 8pm on Weds 13th Sept at The Red Admiral. RH to e-mail committee to confirm and ensure new headteacher is invited. | RH |
| **11** | **Close of meeting**The meeting closed at 10:15pm. |  |