



## Friends of Pendragon School

### Minutes of meeting held on 15.04.15

**Present:** Laura Purran, Deb Greening, Gail Curran, Lisa Noble, Kerry Griffin, Lisa Watkins, Rachel McCullough, Lynette Wooding, Ruvini Udugampola, Jodie Singh, Carol Shaw, Sharron Simpson, Rudo Ruvangu

**Apologies:** Emma Pearson, Ben Bardell, Liz Jones, Angela Overall, Gill Wadkin, Dani Raynor, Tina Allen

item	Minutes	Action
(1) Feedback from Events	<ul style="list-style-type: none"> <li>98 tickets had been sold for the Quiz night which was very successful with a profit of £582.65</li> <li>To date 116 sponsored read forms had been returned compared to 70 last year with a total revenue of £1689.68. Certificates are being produced for those that took part</li> </ul>	DG
(2) Treasurers Report	<ul style="list-style-type: none"> <li>Spend and profit report is attached. Profit from 1<sup>st</sup> Sept 14 to date is £4600, with the sponsored read to add to this, however, below outlines future committed spend:</li> </ul> <p><b>Future spending outlined</b></p> <ul style="list-style-type: none"> <li>Author David Lucas - £405</li> <li>Mathletics – renewal £1700</li> <li>Cameras- £1061.52 ( All above already paid out)</li> <li>Aim of the school is to purchase one iPad per classroom and there will be 13 classes next year (this will be a mixture of Friends purchasing along with school funding)</li> <li>Swimming coaches for Year 4 after May half term</li> </ul> <p>Kerry G will take over the Accounts from Lisa Noble at the end of this school year</p> <p>An article in the News and Views will be placed to request an Auditor for our Accounts and also to advertise the Summer Fete- also LP to check with Ian Critten as to who he recommended for pre school auditing.</p>	
(3) Charity Application	<ul style="list-style-type: none"> <li>The application form was rejected due to an incomplete form, however, it seems all information required was submitted. LP asking whether a full re-application is necessary or just an amendment.</li> <li>Carol S asked if all those that had received their DBS certificates to show it to her at the NNS or bring into the school office so they can tick the names off</li> <li>Anyone with applications outstanding, please complete as soon as</li> </ul>	LP/LN  All  All

item	Minutes	Action
	possible	
(4) BBQ / Gazebos	<ul style="list-style-type: none"> <li>BBQ will be cleaned within the next two weeks</li> <li>Blasters have requested to borrow the BBQ on 16<sup>th</sup> May – no objections received</li> <li>All to keep an eye out for any BBQ deals to purchase a new one</li> <li>Gazebo's cost circa £200, it was agreed we needed to purchase one and we could consider hiring this out to parents, clubs, groups etc. for additional revenue</li> </ul>	All GC
(5) Risk Assessments	<ul style="list-style-type: none"> <li>LP confirmed that she had been through all the risk assessments required and updated and signed them where necessary</li> <li>Need to check there is a risk assessment for the BBQ and which location it should / can be used in</li> </ul>	LP
(6)Events	<ul style="list-style-type: none"> <li>NNS 25<sup>th</sup> April</li> <li>Bags to School 27<sup>th</sup> April</li> <li>Plant sales - Lisa will make contact for dates, times etc.</li> <li>Coffee Mornings – 1<sup>st</sup> May, 5<sup>th</sup> June</li> <li>End of Term Discos – 10<sup>th</sup> July 6-7pm F and KS1, 7.15-8.15pm KS2</li> <li>20<sup>th</sup> May – Non Uniform Day</li> <li>18<sup>th</sup> June – Non Uniform Day (Red, White and Blue theme)</li> <li>Bollywood Night plan for next year – as a family night and different cultures to participate</li> </ul>	LW / SS
(7) Summer Fete	<ul style="list-style-type: none"> <li>3<sup>rd</sup> July</li> <li>A subcommittee needed. Laura, Deb, Lynette, Lisa W, Lisa N(to support). Sub meeting on 6<sup>th</sup> May at 7.30pm at Lisa N house</li> <li>Bouncy Castle, popcorn machine and Candy Floss machine all booked - Friends will get 20% of the profit from AAA Inflatables</li> <li>Sellers need to be contacted</li> <li>Harriet at Hot Steps Dance Academy has been booked</li> <li>Comment was made that not all pre-school parents received the Event Programme last year. Discussions around charging 0.50p at the gate for anyone without a programme that would like one</li> <li>A request from Pre-School to pay and take over a classroom for a Doctor Who theme and charge entrance money to go in and have pictures taken etc. Pre-school will take the profit for the entrance fee</li> <li>Bake Off idea with a panel to judge. Rosettes as prizes.</li> <li>Lynette W husband can try to supply sausages free of charge</li> <li>Blasters Beat the Goalie</li> <li>Frozen themed stall</li> <li>Raffle license needs to be checked</li> <li>Bar license needs to be checked</li> </ul>	LW  LP DG
(8) AOB	<ul style="list-style-type: none"> <li>The trolley fobs company no longer exist, therefore, this is currently not being pursued / purchased</li> </ul>	

item	Minutes	Action
	<ul style="list-style-type: none"> <li>16<sup>th</sup> June is the date for the 'New Parents' evening – GC agreed to represent Friends at this meeting and give a short presentation</li> </ul> <p><b>Date of Next Meeting – Tuesday 9th June at 7.30pm</b></p>	