

**FRIENDS OF WEST PENNARD SCHOOL
MINUTES OF A MEETING HELD ON TUESDAY 15TH SEPTEMBER 2009 AT 7.30 PM**

Present:	Helen Burchell (Head Teacher & President) Nicola Evans (Chair) Frances Fawcett (Deputy Chair) Arabella Browne (Treasurer) Andy Townend	Rosalind Ives Paul Manning Lasare Holden Claire Hearne Alison Wrathall Libby Sydall Rachel Wylie
Apologies:	Polly Hewitt-Cooper Julia Hutchison	Issa Bonnar Mike Hooper

2. Minutes of the Last Meeting

The minutes of the last meeting were circulated and agreed. Proposed by FF, seconded by AT.

3. Matters Arising

- Bags 2 School update:

It was noted that the funds due from the May collection have not yet been received. AB to ask IB to chase for payment.

4. Treasurer's Report

Current A/c Balance	922.45
Reserve A/c Balance	<u>31022.15</u>
Total Funds	<u>31944.60</u>

Allocated Funds at 15th Sept 2009

100 Club Prizes	100	
Sports Clubs		100
Garden Benches	400	
Football Kit		90
Crazy Feet/Flag	750	
Music Room Fund	5000	
Shed (max)		500
Wider Op Funding 2 nd Music Grp	<u>1500</u>	
		<u>8440</u>

Available Funds **£23,404.60**

AB updated the committee on the fund raising projects since the previous meeting in June and reported that the Summer Fair raised £1514.48 and the School Recipe Book raised £180. The committee thanked Sarah Longman for putting the book together and selling it so successfully. It was agreed that the Recipe Book should be sold at the Christmas Fair. Frances advised the meeting that a commission payment of £30.57 had just been received for Yellow Moon purchases over the last 8 months.

5. Requests from School

- 'Panto' – HB requested **£341** to pay for the Christmas Pantomime which would be attended by all year groups. Proposed by NE, seconded by AB.
- 'Theatre Visit' – HB requested funding for the theatre company 'Kinetic' to come to school in the Spring Term. The cost of this science-based event was **£345**. Proposed by RI, seconded by NE.
- 'Transport for Trips' – HB requested funding, for the school year 09/10, of **£3,000** to cover the transport element of school trips. AB advised that £3,680 had been donated in the previous academic year against a budget of £3,000. A lengthy debate followed and some committee members questioned the ability of the

school to keep within a budget given that in each of the previous 3 years there had been a request for further funding late in the summer term. Other members raised the issue that it would not be fair to just 'cut-off' transport funding from those year groups who only took trips in the Summer Term. Further detailed discussion followed including a quick tally by FF to establish the number of trips per year group. Finally it was agreed that, from this date, each 'chargeable' school trip would 'collect' an extra £1 per pupil to set against the coach cost. HB to advise all Staff. Proposed by FF, seconded by NE.

- **'Enrichment'** – HB requested **£2,500** for Enrichment Week Activities for the 09/10 school year. Proposed by AB, seconded by FF.
- **'Sticky Kids cds'** – HB requested **£50** for the purchase of movement and music cds for the Reception class and this was unanimously agreed. Proposed by PM, seconded by AT.
- **'Sand and Water Trays'** – A sum of **£469** was requested for the purchase of new trays for the Reception class. A short discussion followed as some members felt this should be standard school equipment. HB explained that there was no budget available within school funds to replace these 'very old and rusty' items and subsequently members agreed to this donation. Proposed by NE, seconded by FF.

6. **Summer Fair**

- NE reported on the success of the Summer Fair and thanked her team of Frances Fawcett, Polly Hewitt Cooper, Rosalind Ives, Julia Hutchison and Arabella Browne for all their help in organizing the event along with much support from Andi Cowan and Caroline McCudden Hughes. There was also a special vote of thanks to Polly Hewitt Cooper for coordinating yet another amazingly successful raffle and to Frances for her extremely efficient staffing scheme and rota. Special thanks were also made to the staff for their support with their cake stall this year and to Marie and Rick Sundberg for providing the bar licence. In response the members thanked NE for coordinating this successful event. Thanks of course also go to all the parents, carers, children, helpers, donators and everyone who bought, supported, and took part in the summer fair this year, without them none of it would be possible.

7. **Christmas Fair**

- It was noted that the Christmas Fair would be held on 11th December 2009. Members were given the opportunity of giving feedback on the previous year's event and to discuss ideas for this year's Fair. NE explained that she would be happy to again coordinate the Christmas Fair. The committee agreed that it should again take place immediately after the Carol Service at 3.15pm but that a greater emphasis should be placed upon Christmas themes.

8. **AGM Preparation**

- NE advised that the following positions would become vacant at the next AGM and asked members to actively look for suitable candidates to fill these posts; Chair, Treasurer and Secretary. In addition members were advised that vacancies existed for coordinators for individual projects including PR, Thrift Sales, 100 Club, Bingo Supper and Newsletter production.

9. **Any Other Business**

- Carnival Night Collection – After a short discussion it was agreed that this would not be actively pursued as a fund raising event unless any volunteers were particularly keen to do so.
- Glastonbury Festival – AT requested that the school write letters of thanks to Glastonbury Spring Water and Starbucks for the items donated for the Festival workers. HB to action with RMcD.
- In addition it was noted that a number of letters were still outstanding from the Summer Fair. Alison Wrathall kindly offered to assist in this task. NE to action with Alison Wrathall.

DATE OF AGM (Next Meeting): Tuesday 17th November 2009, 7.30pm, Staff Room

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