Friends of Kineton Primary School Meeting Minutes – Thursday 14th Nov 2024 immediately following AGM

Attendees: Catherine Jones, Lauren Worrall, Charlotte Sharpe, Jenny Mitchell- Hilton, Janet Lee, Becka Cunningham

Apologies: Jonathan May, Friso Rosenberg-Jansen, Katherine Mayfield

|  |  | | **Notes / Action** | | **Who** | |
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| **1.0** | **Welcome and apologies** | | | | | |
| **2.0** | **Approval of last minutes** | | | **ALL** | | |
| **3.0** | **School report** | | | | | |
| 3.1 | Playground work/fundraising group | | JMH has met with OPAL and also visited another school where it has been implemented, and it will begin to be rolled out in school imminently.  Volunteers to help with fundraising have been asked for in the school newsletter. | | JMH | |
| **4.0 Previous fundraising / events** | | | | | | |
| 4.1 | Bonfire Sat 2nd Nov | | Profit **£2892.48**.  All agreed overall a great event!  Reflections:  Next year a specific subcommittee should be formed within the main committee.  CJ has sent out a questionnaire devised by DJ which has had overwhelmingly positive feedback.  Need to make a decision as to whether to run the BBQ in-house next year rather than the cricket club running. More profit but will need more volunteers. Suggestion of selling jacket potatoes instead.  To find out the costings of an external company running the fireworks display.  Discussed timings- to possibly bring start time half an hour earlier to cater for smaller children. Possibly also opening gates slightly earlier to allow for more refreshments sales?  More bonfire builders are needed next year- suggestion of offering a free ticket/breakfast as incentive.  Would be good to try and increase capacity from 499 adults. Will need different TENS licence, and most likely more marshals. JMH has agreed to contact licensing dept at SDC.  PA system- some concern that although the music was a good volume, attendees at the front/to the Market Sq/car park end of the site were unable to clearly hear any announcements. To try and tweak system- possibly due to microphone?- and test at summer BBQ later in the year.  Bar- CS and JMH reported that working in pairs worked well (one making/getting drinks and the other front of house taking orders/payments). Heat proof measures are needed/markings on a cup to show measure of mulled wine. Hot chocolate was very popular this year. Difficult to predict stock- beer ran out approx halfway through event.  Entrance and exit of site to be repositioned next year following incident that required reporting to HSE- to direct away from tyres and possibly open up the netting on exiting to prevent ‘funnelling’ of crowd.  Sweets were not very popular.  Need to ensure enough volunteers are available following event for taking down signs, counting stock etc. | | ALL  JMH | |
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| **5.0** **Events to progress** | | | | | | |
| 5.1 | Victorian Evening  Fri 29th Nov 6-8pm | | Mulled wine- to aim to have 50 bottles available - some remaining after bonfire, CJ offered to buy any further quantities.  Mince pies- agreed to buy 20 packs (120 pies). JL has offered to buy.  To sell remaining sweets leftover from bonfire.  It was agreed that the ‘Santa grid’ from last year was labour intensive and difficult to run efficiently. Agreed to run chocolate tombola this year with donations in return for non-uniform day. JL has offered to prepare and KB has offered to help.  On the night- to run 2 time slots- 5.30-7, 7-8.30.  Volunteers- BC, CJ, Tanja (Yr R), JMH, LF as reserve. To ask on whatsapp groups. CJ to ask RH to help with setting up.  Float needed from FR-J.  CS to check with Dan Beckett if Friends are covered under the Pinnock Distillery TENS. | | CJ/JL/ KB/  FR-J/  CS | |
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| 5.2 | Preloved Uniform Sale  Weds 4th Dec | | BC has volunteered to help run with JL and LW.  To open at 3pm, CS and JL to set up. £1/item.  CS, LW and KB offered to sort clothes on Fri 29th Nov. | | JL/BC/LW/CS/KB | |
| 5.4 | Disco  Thurs 5th Dec  4.15-5 KS1  5.15-6.15 | | DJ is booked (Tony, Pusation Roadshow)  Volunteers needed.  JMH has offered, then;  KS1 - BC and CJ  KS2 - BC  First aider needed - CJ to ask Natalie Faulkner?  Ask for volunteers on the Class Whatsapp groups  Sweets and crisps- need to buy small bags of Haribo but have enough crisps in stock.  CJ to set up ticketing- agreed to raise price to £4/ticket, LF to promote on social media and JMH to include in school newsletter. | | CJ/LF/  JMH/  BC | |
| 5.5 | Wellesbourne Lions’ Santa Sleigh  Weds 11th Dec | | KB has stepped forward and has 3 other volunteers. CS has given Lions’ KB details as lead contact for event. | | KB | |
| 5.6 | Christmas performance  Yr1/2 Tues 10th Dec 5pm | | It was agreed to run a bar during the Yr1/2 christmas performance but not the Reception one due to cost of TENS vs profit opportunity.  CJ and LW have offered to run, CS available to help if needed.  TENS licence needed. | | LW/CJ/  ?CS | |
| **6.0** | **Treasurer’s update** | |  | | FR-J | |
| 6.1 | Balances | | FR-J had sent apologies. Treasurer’s report had been read in AGM preceding this meeting. | |  | |
| **7.0** | **Stock** | |  | | CJ | |
|  |  | | CJ has emailed most current list of stock. | |  | |
| **8.0** | **AOB** | |  | |  | |
| 8.1 | Review of change of committee admin ( school website, access to Gmail) | | RH has been asked to change Gmail verification code owner to CS | | RH/CS | |
| 8.2 | Stamptastic affiliate code | | Carried over | | CS | |
| 8.3 | Dates for future meetings | | 16th Jan  13th Feb  13th March  8th May  Agreed to advertise to encourage new members. | |  | |

**NEXT MEETING: Thurs 16th Jan 2025.**

All will take place at school at 7.30pm unless otherwise stated.