**Minutes of the Friends Of Banwell Primary School EGM held on Wednesday 8th March 2017,**

**In the Old School Hall at 2:30pm**

**Welcome and Opening Remarks**

Helen Shephard acted as the chair of this meeting, explaining that she is the only remaining elected member of the committee. She thanked everyone for coming.

**Attendees**

Helen Shephard, Jules Phythian, Bethan Ball, Claire Taylor, Kelly Peters, Lucie Weston, Hannah Gurney, Anita Buncher, Miranda Kellett, Carole Bradbury, Naomi Cork, Lisa Griffiths, Emma Allen, Claire Pocock, Kim Sainsbury.

**Apologies**

Clare Pole, Mary Humphries-Smith, Kath Mitson, Felicity Kelly, Debbie Mitchell, Cath Haines, Jo Arnold.

**Explanation Of Situation On Committee**

Helen Shephard explained that the Committee is currently without a Chair or Secretary. She explained that the role of the Committee was to raise funds for the children at the school for things that could not be bought within the schools’ ordinary budget.

**Vote In New Chair**

Jules Phythian was unanimously voted in as the new Chair.

**Co-opt/Vote in new Vice Chair**

Anita Buncher was co-opted in as Vice Chair.

**Co-opt/Vote in new Secretary**

Kim Sainsbury was co-opted in as Secretary.

**Treasurer Report**

Helen Shephard explained the profits from past events; £755.90 from the Chistmas Fair, £452.90 from the February Disco and £62.50 from 2x Sweet Treat Fridays. Making a total profit of £1,271.30.

Outgoings: PTA Annual Subs £101, Gambling Licence £20, Class Gifts £175 and the Scroll of Honour Party £24.02, making the total outgoings £320.02.

Future Outgoings include Musician of the Year and Leavers Bears.

Current Assets: Bank Balance £5614.95 and Petty Cash £193.37 making the total assets £5808.32.

Helen Shephard explained the importance of keeping costs down moving forward.

**Past Events Update**

Helen Shephard said that having the tables sponsored at the Christmas Fair was particularly profitable making £150. She was also very keen to point out that John Smith gave his time for free which saved money and was very much appreciated.

**Upcoming Events**

Helen Shephard explained to the meeting that all events would be advertised on the new Friends of Banwell Primary School Facebook page and she encouraged everybody to like the page.

HS explained that the Mothers’ Day event is confirmed for Friday 24th March and that it is a ticket only event limited to 30 children. There will also be the chance to win a bouquet of flowers, kindly donated by The Secret Garden in Axbridge, in a prize draw.

HS confirmed a non uniform day for Easter would be held on Wednesday 5th April. Children are to bring in £1 and receive a chocolate lolly at the end of the day.

HS confirmed that Sweet Treat Friday will usually be held on the first Friday of every month and that the Friends are conscious of local businesses and healthy eating and said that ideas were welcome. Ice pops were suggested in summer months and hot chocolate in winter months.

It was confirmed that a Fathers’ day event is planned for Friday 16th June and that a day pass for a family of 5 has kindly been donated by Mendip Sports Centre which the Friends can use in a prize draw.

The disco is planned for Thursday 13th July and it was suggested that maybe two separate discos be organised for KS1 and KS2.

Love Banwell will be taking place on Saturday 1st and Sunday 2nd July which will be discussed in further detail at a future meeting. It was discussed that a “spring clean” cupboard sale could be done during Love Banwell as part of the Jumble Trail to help make space in the Friends’ storage cupboard. The possibility of using the school as a stop off point with tea and cakes for sale during the Trail was also discussed.

On Saturday 8th July there is a carnival day in Banwell and HS stated that volunteers are needed for that day to help out on stalls so that the Friends can earn some of the profits. HS was clear that volunteers would not be stuck in one place all day and suggested that volunteers could help each other with childcare so that children aren’t bored whilst their parent/carer is helping.

**Marathon Fund Raiser**

Helen Shephard explained that Lucie Weston is running the Prague marathon in May and wishes to donate the money she raises to the Friends of Banwell Primary School. Her target is £1000 to go towards buying 15 ipads for the children to use in school. Lucie would like the Friends to set up a Just Giving Page on her behalf and it was suggested that the page could be shared on the Friends of Banwell Primary School Facebook page to raise awareness. It was also suggested that the school children could get involved by running a mile around the school and letters could be sent home to parents /carers asking for donations to be made to the fundraising page.

**Facebook Page**

Helen Shephard explained that the Friends have set up a new public Facebook page to be used only for advertising upcoming events and for raising awareness of the Friends’ fundraising work. She encouraged everyone at the meeting to like the new page as all other groups have been closed. The page is looked after by Jules Phythian, Anita Buncher, Helen Shephard and Kim Sainsbury and if there are any problems these will be dealt with promptly and not allowed to escalate publicly. It was also suggested that the Friends put a pinned post on the Facebook page with some guidelines on how the page is to be used. It was agreed that having a Facebook page is a valuable tool for communicating with parents/carers.

**Future Event Planning**

Helen Shephard explained that all future events will be planned by holding a meeting in advance.

**Any Other Business**

Anita Buncher explained that the Friends would like to set up a mailing list from the signing in sheet and everyone consented to this, adding that a letter should go out to parents/carers in childrens’ bookbags.

Helen Shephard showed the meeting some decorative Easter sweet jars which will be sold around Easter time.

**Date of Next Meeting**

The next meeting is confirmed in the old hall on Wednesday 3rd May 2017 at 2:30pm.

**Closing remarks**

Claire Pocock thanked Helen Shephard and Anita Buncher for keeping the Fiends going through its’ recent changes.

The meeting was closed.