

**Friends of St. Catherine School**  
**Registered Charity No. 1119868**

**GENERAL MEETING**

**Thursday 8<sup>th</sup> November 730pm, School**

**Attendees** : Charlotte, Iain, Alessia, Jayne, Dave, Liam, Will

**Apologies** : Simon, Marie, Carolyn, Miss Doonan, Rose, Holly

**Updates** – Name changed with charity commission and new constitution issued on 27<sup>th</sup> Oct 2018.

Parentkind – Now all named trustees are listed with them, useful resource for all. Alessia has the membership renewal, agreed by committee. £105 annual fee, Alessia will set up DD to save additional admin fee.

Audit – The mayor's wife has agreed to externally verify the accounts and she is now in possession of them for around 2 weeks.

Bank – FSCS name change needs to happen but may take a little time, written application has been made and now awaiting response.

Donations – Liam has actively sourced some donations, some were used for the Italian Bingo. Also vouchers have been secured for future events eg. Hounslow Farm, snakes and ladders. Liam will continue to source more.

Estate Agents – Alessia and Charlotte visited the high street estate agents and received a positive response with regards to helping with donations and advertising. R. Whitleys & Co will sponsor our Christmas Fayre, £150 for resources from them. Cameron's to

sponsor a stall for £50 and board game donations for a poster on the stall. Coopers have advised they require a 2 month notice for events.

1 - Minute's approved by committee from last meeting.

2 – Treasurer Report – Paid for Whiteboard in Y2 and for the Panto tickets and the EYFS show. Coaches will need to be paid, around £1,000. Gift day purchases starting to be made. £3,684.82 in bank and petty cash. Petty cash holds the floats for Christmas Fayre already. Pending request from Miss Doonan are – EYFS garden, project on hold until weather improves. Possibly another £200 required. Art easels £250, happy to wait until next year. Box for dress up for KS1 playground still to be paid.

3 – Events –

Coffee morning 9<sup>th</sup> Nov. 15<sup>th</sup> Nov. 20<sup>th</sup> Dec – Alessia to run

Christmas Fayre – 30<sup>th</sup> November 2.15pm-430pm (see below)

Governors Christmas Raffle – Donation to be collected by Liz, Alessia brought raffle tickets.

Gift Day – Letters out 9<sup>th</sup> Nov – Hard copy letters, 1 per child. Digital instructions to be emailed out.

USB – letter to go out 23<sup>rd</sup> Nov, last order 14<sup>th</sup> Dec – Simon

4 – Christmas Fayre – Charlotte has created a list of stalls and requirements. Class Reps to ask for volunteers to run stalls.

5 – Spring Term Events –

Pancake Flip - Week before Shrove Tuesday due to World Book week, Holly to confirm date.

Easter Egg Hunt – date tbc

Valentines Raffle – agreed – Unicorn Theatre Ticket included.

Pub Quiz – Jan/Feb 2019, Liam to research and confirm

6- Nuts and Allergens – Need to be vigilant that no nuts are used in homemade cakes which are being sold in school. Charlotte and Dave to write a policy to cover, to include a list of allergens. Possibly not hold cake sales in school hall in future to eliminate risk.

7 – Donation Days – Wednesday 28<sup>th</sup> Nov – Bottles and Chocolate Unwanted Christmas gift donation – possible mufti day in January, need to confirm with Miss Doonan.

8- TENS – Carolyn holds alcohol licence, Charlotte investigated if we can get a venue license to cover for all events in a year? She concluded that it would be too expensive and cheaper to get individual TENS as required.

9 – AOB – None

10 – Next meeting – Wednesday 16<sup>th</sup> January 2019 @ 845am tbc