

Friends of St Catherine School General Meeting Minutes

Date of Meeting: - Wednesday 17th January 2019

Time: - 8:30am

Venue: - Parish Hall

Attendees: - Charlotte, Dave, Liz Doonan, Alessia, Marie, Kristina, Carolyn, Liz Murphy.

- 1) Apologies: Iain, Holly, Jayne, Liam, Simon
- 2) Minutes from last meeting were agreed and thank you to Jayne for taking notes in the secretary's absence.
- 3) Matters arising

Audit update. Fiona Morgan is waiting for the invoice from art project to schools, Marie will chase this up for us. Alessia to contact Fiona and enquire about progress as Charities Commission report needs to be filed once Fiona has finished.

The name of the Lloyds account has been changed

Liz Doonan has booked the panto for 2019. 210 tickets were booked, the performance will be sleeping beauty.

- 4) Treasurers Report. This was presented by Alessia. We have £3841.38 at present. Alessia needs to be added onto the Lloyds account. Charlotte will action this.

History and geography resources (awaiting invoices) still to be paid. All other requests paid and up to date. Panto 2019 tickets not to be paid until September 2019.

Alessia stated that we are in a much better position financially than this time last year.

USB sales. Simon is still working on these. Alessia suggested that this year, the performances could be filmed by Simon and made available for parents to watch online, we could sell access codes to parents. This would mean that family and

friends abroad would be able to view them easily also. There was a suggestion that we could try this idea for the year 6 leaver's production.

Requests from Liz – None at present but she is looking at purchasing ICT equipment in the coming year.

- 5) Charlotte thanked Holly for taking charge of the Halloween Disco, Jayne for gift day, Simon for filming the Christmas Productions, all the people who sold raffle tickets including Alessia and Fiona.

We need to write thank you letters to the companies who made donations for prizes at the Christmas Fayre. Charlotte and Liam to work on these.

- 6) Events we have planned.

Coffee mornings. Wednesday 13th March with holiday homework in school hall.
Thursday 21st March

Easter egg hunt. This will be held on Tuesday 2nd April in the afternoon, after 1:20pm.

Pancake Flip. 1st March. Holly has previously said she will take charge. We would like to include EYFS in some way. Perhaps a sponsored "bunny hop" in the EYFS garden.

Bag to School. Bags will go out to parents on 15th February, collection day will be 26th March. Parents will have the whole of February half term to have a clear out of their unwanted clothes.

Mother's Day Hamper. Liam will need to chase Redrow who said they would donate a hamper for this. The draw will take place on 29th March.

May Fayre on the Green. Marie is going to find out if this event will take place this year. Dave suggested that we charge people to park in the staff car park and on the playground on the day of the event. £1 a car was suggested. We have left over prizes, such as some electric toothbrushes which could be used as prizes for the hoopla stall.

- 7) Valentines Disco. This will take place on Saturday 9th February. Tickets will be sold before the event. We will be selling food, Sebastian has agreed to cater for us, drinks, glitter tattoos, face painting. It will be 4pm-6pm

We need to buy decorations for the hall which we can use again.

There will be a fancy-dress theme or possibly a masked ball with a competition for the best mask. There was a suggestion that children could decorate their own masks at the event for a small charge.

We need to ask Simon if he can donate some more drinks as our supplies are running low. We need to ask Simon if he will take charge of the music as he has previously.

We have prizes left in the FSCS cupboard which could be used at this event for a guess the sweets in a jar game or similar.

- 8) Nuts and allergies policy for FSCS events. Charlotte and Dave will investigate this.
- 9) Charlotte to put on newsletter that we are accepting unwanted Christmas gift donations in the office, which we can then use as prizes.

Unicorn theatre – unicorn droppings at valentine's event

Snakes and Ladders – Top sponsored child at pancake flip

Redrow – Mother's day and Summer Fayre

Hounslow Urban Farm – Summer Fayre

- 10) No other business was mentioned
- 11) Date for next meeting was arranged for 7th March at 7:30pm. This will need to be confirmed.