**Friends of Arlecdon General Meeting**

Minutes of Meeting

Held on 4th November 2019 at Arlecdon Primary School at 16:00

**Attendees:**

Joanne Fowler (JF) - Chair/Parent

Emma Sloan (ES) - Secretary/Parent

Michelle Crone (MC) - Treasurer/Parent

Gayle Scott (GS) - Committee Member/Parent

Amy Mitchell (AM) - Committee Member/Teacher

Jasmine Jolliffe - Committee Member/Teacher

**Apologies:**

Sue McKee (SM) - Committee Member/Parent

**Last Academic Year Expenditure Summary (18/19)**

JF shared the expenditure summary for academic year 18/19:

Funds raised for school: £1820.74

Total spend: £1483.47

Other funds raised: £220.00 (Macmillan)

**Communications/Technology**

JF detailed the new apps/websites the Friends of Arlecdon will be adopting:

**Weebly** (<https://friendsofarlecdon.weebly.com>) – this website will be the main form of communication to parents and is accessible via the school main website.

**Plan Social App** (<https://school.plansocial.app/communities/3194>) – this website provides us with the platform to generate support and allocate actions associated with planned fundraising activities.

**Easy Fundraising** (<https://www.easyfundraising.org.uk/invite/7JWCVT>) – once registered it allows cash back to be gained via everyday shopping activities. For every parent who signs up before Christmas the school will receive £5.

Please take the time to familiarise yourself with these platforms and communicate to other parents.

**Expenditure Requests**

An expenditure request form has been developed and will be required to be completed for all requests.

**Request Form 1** - £214 requested to procure a ‘Mobile Planetarium’ on 11/11/19 to support the current space and solar system topic throughout the whole school.

**Decision**: Approved

**Request Form 2** - £120 requested to provide transport to Workington for the Christmas Pantomime.

**Decision**: Approved, however, it was recognised that annual transport costs may not be cost effective due to the ad hoc nature of requests, there may be an opportunity to aggregate all annual requirements and tender to achieve savings. **Action 1:** JF to highlight the opportunity to Wendy Figes (Headteacher)

**Request Form 3** – still to be formally submitted – request from Early Years for a tablet to record child development.

**Decision:** Approved upon receipt of formal documentation. **Action 2:** MC to prompt Helen Finlay (Eyfs Teacher) to complete the form.

**Request Form 4** – still to be formally submitted – £20 requested to procure a card reader linked to the Friends of Arlecdon bank account to offer more flexible options for parents when making transactions.

**Decision:** Approved upon receipt of formal documentation. **Action 3:** JF to complete formal documentation.

**Future Events/Activities**

JF has produced a Friends of Arlecdon event calendar which can be found on the Plan Social app which can be accessed through the school website, the app provides the platform for parents to volunteer their support for planned activities.

**Winter Term - Christmas Fair 11th December 2019**

* Request made for vouchers for the raffle.
* Suggestions for party games included: Elf on the Shelf Shy, Bottle Flipping Challenge, The Sock Game, Christmas Hook a Duck (or cracker), Traditional Tombola and Teddy Tombola (prize every time).
* Both ES and JJ suggested a craft day on a weekend prior to the Christmas Fair where the children can make goods to sell on their own stall. This has been suggested in previous years and rejected. **Action 5:** JJ to raise again with Wendy Figes.
* Decision taken to advertise wares such as cookie jars and curry jars for parents to pre-order to help crafters better manage stock.

**Spring Term**

* Agreement to hold Bingo at Adams Hall – further planning at future meetings.
* Agreement to hold an Easter family games night at Adams Hall – further planning at future meetings.

**Summer Term**

* It was suggested that we explore the option to have sports day later in the day, it has been cited that parents would like to attend but many are unable to due to the timing and work commitments. There is also the opportunity to hold sports day at the weekend and hold a fun day in parallel. **Action 4:** JF to explore further with Wendy Figes.

**General/AoB**

JF requested a vote be taken for the Friends of Arlecdon to obtain ‘Charity’ status, to open more funding routes in the local area. It was identified that the conditions of charity status are achievable, however, we will be required to hold 3 formal meetings per year with a minimum of 6 attendees (double the committee), this is an area we will need to improve.

**Decision:** Approved

An opportunity to develop a Science Technology Engineering Mathematics (STEM) area for the school has been identified, this would take significant investment from the Friends of Arlecdon, but it is classed as a high return on investment from a student learning perspective. Wendy Figes has agreed to discus this opportunity with the teachers and provide ‘agreement in principle’, if agreed, the next step will be to produce a functional specification for the area and agreed on the delivery strategy with KS2 sponsor (JJ).

**Actions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action No.** | **Description** | **By Who** | **By When** |
| Action 1 | Discuss the opportunity of annual transport aggregation with Wendy Figes. | JF | Next Mtg |
| Action 2 | Prompt Helen Finlay to complete the Expenditure Request Form for procurement of tablet.  | MC | 05/11/19 |
| Action 3 | Complete Expenditure Request Form for procurement of card reader. | JF | Next Mtg |
| Action 4 | Discuss the opportunity to hold sports day later in the day or at the weekend with Wendy Figes. | JF | Next Mtg |
| Action 5 | Discuss the opportunity to hold a craft session on a Saturday at school for the children. | JJ | Next Mtg |

**Approved Expenditure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request Form** | **Benefiting Area** | **Description** | **Value** | **Date Approved** |
| 1 | Whole School | Request to procure a ‘Mobile Planetarium’. | £214 | 04/11/19 |
| 2 | Whole School | Request to provide transport to Workington for the Christmas Pantomime. | £120 | 04/11/19 |
| 3 | Early Years | Request for a tablet to record child development. | TBC | 04/11/19 |
| 4 | Whole School | Requested to procure a card reader | £20 | 04/11/19 |

**Distribution**

All stated above

Mrs Figes

Publish on Weeble

**Date of next meeting**

TBC