

Friends of Longwick Meeting Minutes AGM.

Monday 13th October 2025 Longwick School 7.30pm

Attendees

Juliet Lock (JL)
Nicola Carter (NC)
Gemma Lunnon (GL)
Rachel Armstrong (RA) - Treasurer
Hannah Moore (HM)
Alix Locke (AL) - Secretary
Jessica Smith (JS)
Kat Spybey (KS)
Corrina Hutchinson (CH)
Caroline Byrom (CB)
Abby Dunn (AD)
Alicia Smith (AS)
Ms Collinson (LC) - teacher representative.

Treasurer's Update.

Current funds in the bank £18,773

£2000 has been sent to the school for school trip contribution for 25/26

£692 has been sent to the school for Geography resources of atlases and globes.

£5000 has been reserved for next years ongoing commitments/expenses.

Class pot has been accounted in the funds but has not been allocated across to teachers yet.

Available funds for allocation £10,377.

(see below for full details)

Cash Flow for 2025-26		13/10/2025
	£	Comment
Total opening balance (01/09/25)	21,307	
Fundraising events		
School Lottery	121	
Second Hand Uniform	45	
Total Fundraising	166	
Expenditure		
School Trips	(2,000)	
Globes & Atlases	(692)	
Total Expenditure	(2,692)	
Lottery License	(20)	For school lottery & all raffles
Other (incl. interest)	13	
Closing balance	18,773	Current funds in bank
Commitments		
2025/26	3,420	PM (£1k), WR alt. (£1k), Class spend pot (£420), Other (£1k)
Class Pot for Sept26	17	Running total (10% total fundraising, less Art Show)
2026/27 Reserve	5,000	
Remaining funds	10,377	Funds for allocation

Matters Arising from the previous meeting

Christmas Fayre update.

HM updated committee - sub committee has been formed and first meeting taken place.

Dated confirmed as Sunday 7th December 12-2.30pm.

Looking to use a token system for all stalls run by Friends. Discussion of whether external stalls should be included in the scheme. It was felt that there would be a loss of profit if external stalls included.

Mr Hultman has agreed to be slimed.

Artshow Update

RA updated - Artist Mia.B has agreed to be involved again so looks like event will go ahead. Sub-Committee needs more volunteers to help.

Looking at condensing the set up times to longer times but less days to try and encourage more volunteers. Do more set up on the Friday 13th Feb afternoon/evening.

Request for a possible early finish of school on the Friday to help with this. LC informed would not be able to do this but look to do activities with the children in the afternoon outside/set school areas so set up could be started.

Laser Show

AL thanked those who had looked into this but look to organise for next Autumn as much more planning required.

Colour run

JL updated committee - on a 1km loop have approx 4-6 colour stations each station needing 2-4 volunteers. Participants would need to wear sunglasses at 56p each and a white T shirt £79p each.

Costs for each child entering would be £4.80, so look to possibly charge £8 per person to enter.

Possibly look to combine with another event as not long to run 1km loop.

Could look to try and get sponsorship for the event.

Options for people/parents to pay to get involved ie pay for a spot on the finish line.

Discussion of £8 entrance fee quite high particularly if more than one child per family and also need to consider children/families on pupil premium.

Possibly look at grant/Friends/donations from families to subsidise so all children able to take part if they want to.

Suggestion of last day of term before Easter holidays as finish at 1.30pm and event could be held then?

ACTION

JL happy to lead event. Will contact school office about possible dates/logistics etc. Will look at possible sponsorship etc. Will up date further at the next meeting.

Book Fair

Review of Usbourne/oxford university press and scholastic to provide book fair.

LC suggested could have one run by each provider and compare.

It was decided to arrange with scholastic as GL used it previously with good results and good range of books to purchase. Current return from scholastic roughly £80 when £320 spent.

Would not be big fundraiser but would help purchase books for school library and promote reading.

GL advised it works well to have it running for a week rather than just a day and also try and incorporate at parents evening.

It was discussed that would work better with school organising it with PTA support to help run it.

Currently no English/reading teacher lead elected at school at present so LC look to arrange in conjunction with school office.

ACTION

LC look to try and arrange in November in conjunction with parents evening or before Christmas. Friends to support once days booked.

Request for KS1 fluency books.

Previous discussion that KS1 currently lacking books for fluency and free readers.

Committee advised that ideally funding needs to be given across KS1 and KS2.

School currently looking at reading schemes and LC would like to explore different schemes available to best suit each KS.

Big Cat for Little Wandle Fluency books at £454 have been considered for KS1 but nothing has been decided for KS2.

Suggestion of asking for book donations from families - LC advised these harder to match with age and ability.

Suggestion of using funds raised from book fair for this project.

Committee advised that funds available for helping fund more reading material. Happy to fund KS1 and KS2 at different times as long as both supported equally.

ACTION

LC/School to contact Friends about helping to fund once decisions have been made about reading schemes and can provide details and costings.

School IT supplies/tablets for teachers.

LC advised IT audit currently been undertaken.

Also awaiting decision from the ODBST about teachers having their own tablets.

CH advised looking at refurbished tablets which school IT provider Turn IT on should be able to look into.

ACTION

Await for IT audit to be completed.

Await for ODBST decision regarding tablets.

LC to update Friends as required.

Grants

AL advised grants available from the following providers

Tesco (on-going)

Beckonscot (missed closing date but watch for application window to open again) advised by AS

Rothschild Foundation (on-going)

Longwick parish council (applications need to be made by Dec 25)

Illmer battery unit.

JL advised science grant available from Edina Trust science schemes. (£800)

AL advised just need projects and financial info to be apply to apply.

JL will look at Tesco for possible support for the colour run.

ACTION

AL to contact Illmer battery company to get more information. Also send info to AD.

Election of Officers.

AL and VC previously announced at Friends meeting held 24th June 2025 that they would be stepping down from the roles they hold as Chair and secretary.

Chair - Alicia Smith - proposed by JL, 2nd by KS

Treasurer - Rachel Armstrong - proposed by AL, 2nd by KS

Secretary - Hannah Moore - proposed by GL, 2nd by CB.

AS advised that going forward most likely committee meetings will be held online.

ACTION

AL will arrange committee handover meeting, update charity commission and inform school of changes.

AOB

Bagtoschool collection - to arrange another collection date, ideally before Christmas.

ACTION

AL will book date

Christmas card fundraiser - GL advised all info and card design templates have arrived at school. Ideally need to complete artwork and submit templates before October half term to qualify for 20% commission.

ACTION

LC to try and arrange to get completed at school before half term.