

Friends of Longwick Committee Meeting Minutes

Monday 15th September 2025 Longwick school 7.30pm

Attendees

Rachel Armstrong (Treasurer)(RA)
Vicky Clarke (Chair)(VC)
Caroline Byrom (CB)
Gemma Lunnon (GL)
Hannah Moore (HM)
Jessica Smith (JS)
Alix Locke (Secretary) (AL)
Corrina Hutchinson (CH)
Hollie Carolan (HC)Parent/Teacher representative
Laura Collinson(LC) Teacher representative
Juliet Lock (JL)
Laura Quinn (LQ)
Kat Spybey (KS)
Alicia Nunes (AN)
Abby Dunn (AD)

Apologies

Nicola Carter, Lily de Meyer

Treasurers Update

Currents funds in the bank £21,362

After anticipated commitments £16,356.

See below for full details

Cash Flow for 2024-25

31/08/2025

	£	Comment
Total opening balance (01/09/24)	14,238	
Fundraising events		
Art Show	11,058	
Christmas Fayre	2,166	
School Lottery	717	
Village Fete - Sweet Jar Tombola	218	
Christmas Cards	187	
Second Hand Uniform	151	
ASDA Cash Pot	130	
Sports Day Lollies	107	
Doughnut Sale	76	
Freeze Pop Fridays	55	
B2S Recycling	48	
Disco	45	
Board Games Afternoon	30	
Easy Fundraising	17	
Total Fundraising	15,004	
Expenditure		
School Trips	(2,000)	
White Rose Maths	(1,173)	
Purple Mash	(850)	
Fans	(658)	
STEM show	(648)	
M&M Theatre Productions	(599)	
School Chicks	(500)	
Class Spend pot	(420)	
Shed	(300)	
A5 Canvases for Art display	(152)	
Reception Starter Packs	(150)	
Forest School	(150)	
Year 6 Leavers Party	(100)	
Usborne Books Top Up	(57)	
Christmas Crackers	(56)	
Coat hooks for playground	(46)	
Yr6 Post SATS ice creams	(23)	
Total Expenditure	(7,882)	
Lottery License	(20)	
Parentkind	(162)	Includes insurance
Other (incl. interest)	159	
Closing balance	21,307	Current funds in bank
Commitments		
2025/26	5,000	School trips (£2k), PM (£1k), WR alt. (£1k), Other (£1k)
School website	380	Total cost £750. Also allocate the £370 Quiz money from Parentm
Class Pot for Sept25	395	Running total (10% total fundraising, less Art Show)
Remaining funds	15,532	Funds for allocation

Cash Flow for 2025-26

15/09/2025

	£	Comment
Total opening balance (01/09/25)	21,307	
Fundraising events		
School Lottery	55	
Total Fundraising	55	
Expenditure		
Total Expenditure	0	
Closing balance	21,362	Current funds in bank
Commitments		
2025/26	5,000	School trips (£2k), PM (£1k), WR alt. (£1k), Other (£1k)
Class Pot for Sept26	6	Running total (10% total fundraising, less Art Show)
Remaining funds	16,356	Funds for allocation

Current class pot for teachers £395. RA requested to up this to an amount of £420 so each class teacher would receive £60 for enriching their classroom/lessons etc as they saw fit.

Committee discussed and VOTED YES to increase amount to £420.

Some discussion as to how to allocate the £60 to each teacher, whether they were aware of the sum to be given and some feedback to Friends would be appreciated re whether helpful and enough.

RA advised KS will be added as second signatory on Friends bank account as Yanru Chen has now left Friends.

ACTION

LC to feedback to teachers re £60 class pot and how best to allocate.

RA to arrange KS as second signatory on bank account.

Christmas Fayre

LQ happy to lead this event this year but is unable to make the original proposed date of Saturday 6th Dec. New provisional date of Sunday 7th Dec proposed but timings to be discussed.

LC suggested after school on a Friday but the committee felt that extended family who normally attend would not be able to make this, the school would not be able to be set up in the usual manner and the event would not be the same as previous years.

AL advised that ideally would need a separate contact email address set up for the event rather than using the Friends email.

LQ to form a sub committee using the previous Christmas Fayre WhatsApp group.

ACTION

LQ to form Christmas Fayre sub-committee.

AL to meet with LQ to hand over previous information and tips from Christmas Fayre.

Confirm date with the school.

Speak with school IT to arrange Christmas Fayre email.

Artshow

VC explained biggest school fundraiser making approx £11,000.

Updated committee how event ran.

Proposed dates this year 20th Feb-22nd Feb 2026.

Usually have an Artshow sub committee to organise and run the event. VC stepping down as Chair of both Artshow sub committee and Friends Committee this year. New members needed to help run Artshow if going ahead this year. Unsure if Artist Mia willing to help again this time as crucial member of the team.

If goes ahead then need to give plenty of notice to the school so the school children can produce artworks for the show.

Ideally need a named member of school staff as a point of contact for the event.

Sub committee will need to be formed and planning started.

ACTION

VC to speak with Mia to see if she will support the event again.

Christmas card fundraiser

The school children draw a Christmas design which is then printed onto cards and other items/gifts for parents to buy.

Successful last year. GL happy to organise again this year.

GL advised that a better outcome if artwork templates could be completed in school rather than at home and brought in.

LC agreed for fundraiser to go ahead.

ACTION

GL will email school office for information required to set up and then liaise with the school/ company to organise.

School discos going forward.

AL advised that ideally not run a Christmas Disco this year.

Extremely busy time at school, last year numbers very low due to illness and KS1 children slightly overwhelmed.

To keep the Summer Disco as usual for end of term and Yr6 leavers do. CH happy to organise this.

Ideally run a different event either in the Autumn or Spring as a replacement for Christmas Disco. It was felt a disco in Feb would clash too much with the Artshow.

Discussion of combining with other school PTA's for fireworks displays. Autumn/Halloween disco. Silent disco. Suggestion by LC of a laser show. AN advised that initial look at this shows cost around £2149.

ACTION

Not hold a Christmas Disco this year.

CH to organise Summer disco and contact DJ Rob of Bright lights discos who we previously use to check availability for July - ideally either 3rd/10th July.

AN to look into companies that provide laser shows instead of firework displays for a possible Autumn event and provide info via Friends WhatsApp group.

AOB

The school Governors have requested that Friends consider changing their annual AGM to the spring/summer term so a new committee is in place before the new academic year starts. They feel this would help with financial planning and decision making continuity. Friends were happy to consider this and will confirm that an AGM could be held early with current constitution and guidance from Parentkind. This will be discussed further at the next meeting as currently no one has come forward to take up the roles of Chair and secretary in October.

Other ideas/suggestions for fundraising

CB suggested Creation Station run adult craft evenings. £30 per head for 2 activities or £20 for one activity. Event lasting between 1.5-2 hrs. Minimum of 8 people, deposit of £50. Additional fee can

be added to prices for fundraising profit. - Committee discussed nice idea but thought the costs were too high.

LC suggested considering a circus for the summer for both children and adults to attend.

LQ suggested family talent show.

JS suggested sponsored walk.

Discussion of possibly organising a BBQ for sports day this year, but would depend on timings and likely two BBQ stations required to get people served in time.

JL suggested a colour run. She is happy to investigate further and bring details to the next meeting.

CB advised committee that October is school library month - could organise sponsored read and usborne book fair. Committee liked the idea but suggestions were made to look at other book companies such as Oxford University Press (of which AN works for and could possibly get discounted books) and GL suggested Scholastic which she has previously used. Both these companies offer a better range of books for the school.

LC discussed would like to do this for World book day in March 26. AN happy to look into doing a book fair and will contact Scholastic and find out who rep is for Oxford University Press.

Requests from school

LC asked how best to approach Friends for funding. Advised ideally requests made at committee meetings with details and costs and a vote can be made. Emails with details and requests can also be made and some voting can be done via WhatsApp in between meetings. Advised that items need to benefit the educational and extra-curricular activities of the children.

LC advised that KS1 is desperate for reading scheme books (Big Cat for Little Wandle Fluency Books) which aren't phonics books but help reading fluency particularly beyond the reading bands.

AL asked if this was part of the reading spine that Miss Craker was talking about at the last Friends meeting. More info was requested for the next meeting.

LC also requested that each teacher could have a personal tablet to use at school to help with communication in school and to parents. KS advised that whole IT department at school needed reviewing as reports of not enough devices, some broken not working properly etc. LC advised IT audit being done next week and in the long term would like each class to have a set of tablets. Tesco blue tokens may help with this investment. Look into grants that might also assist.

ACTION

School to send details of tablets for teachers and costings.

School to check re reading spine/fluency books with Miss Craker and then give full details to Friends to discuss.

Research grants but would need details of costs and items before application can be made.

AL advised next 2nd hand uniform sale Friday 19th September.

2 new storage sheds which Friends help to fund are in the process of being ordered and erected. One shed should provide some storage for Friends.

Currently no one has stepped forward to taken on the roles of Chair and Secretary in October.

NEXT MEETING MONDAY 13th OCTOBER 2025 (AGM)