

Friends of Longwick Committee Meeting Minutes

Monday 12th May 2025 Longwick School 7.30pm

Attendees

Vicky Clarke (VC) - Chair
Alix Locke (AL) - Secretary
Corrina Hutchinson (CH)
Caroline Byrom (CB)
Mrs J Barton (JB) - teacher representative
Abby Dunn (AD)
Kat Spybey (KS)
Gemma Lunnon (GL)

Apologies

Rachel Armstrong, Sharon Shinner, Hannah Moore.

Treasurers Update

Current funds in the bank £21,783

Still to pay in Longwick Fete stall £195.15, 2nd hand uniform sale £21

After known and other possible 2025/2026 commitments £9,724 available.

JB advised that it is likely that from September 2025 white rose maths books will not be used and therefore will not be a funding commitment for Friends. School will confirm this.
The Purple Mash subscription is also under discussion.

(See table below for full details)

Cash Flow for 2024-25		12/05/2025
	£	Comment
Total opening balance (01/09/24)	14,238	
Fundraising events		
Art Show	11,058	
Christmas Fayre	2,166	
School Lottery	529	
Christmas Cards	187	
ASDA Cash Pot	130	
Second Hand Uniform	100	
Doughnut Sale	76	
Board Games Afternoon	30	
B2S Recycling	22	
Easy Fundraising	17	
Disco	(45)	
Total Fundraising	14,269	
Expenditure		
School Trips	(2,000)	
White Rose Maths	(1,173)	
Purple Mash	(850)	
STEM show	(648)	
M&M Theatre Productions	(599)	
School Chicks	(500)	
Class Spend pot	(420)	
A5 Canvases for Art display	(152)	
Forest School	(150)	
Usborne Books Top Up	(57)	
Christmas Crackers	(56)	
Coat hooks for playground	(46)	
Total Expenditure	(6,651)	
Lottery License	(20)	
Parentkind	(162)	Includes insurance
Other (incl. interest)	110	
Closing balance	21,783	Current funds in bank
Commitments		
Art Show	11,058	Retain funds until finalised
School website	380	Total cost £750. Also allocate the £370 Quiz money from Parentmai
Reception Starter Packs	150	
Year 6 Leavers Party	100	
Audit Fee	30	
Yr6 Post SATS ice creams	20	
Class Pot for Sept25	321	Running total (10% total fundraising, less Art Show)
Remaining funds	9,724	Funds for allocation

Forest School tidy evening.

Megan Radbourne, the school forest school lead has requested help to make improvements to the forest school. She has proposed a Tuesday or Wednesday evening for a volunteer group to help her.

Jobs will include hedge planting, moving wood chips, litter clearing, breaking up and removing damaged items and possibly painting the playhouse. She has most equipment to carry out of the work.

The committee advised they are happy to help where possible. Some discussion as to whether a skip would be required?

ACTION

AL to confirm a couple of dates with Megan and then post a poll on Friends WhatsApp group to see which date most people can make. To see how many volunteers can be sort through Friends before opening up to the rest of the school community.

School sports day proposed date Friday 27th June (Back up date Friday 11th July).

JB advised that planning for the day is currently well underway. This year they are looking at doing a split day of KS1 in the morning and KS2 in the afternoon with a lunchtime break in between. The school are quite keen for Friends to organise a lunchtime BBQ for the event. If this goes ahead this would be an alternative to selling ice lollies. Would serve sausages/hotdogs only.

The committee advised happy to try and organise - parent John Day (Yr2) has volunteered to help run and organise. Friends would provide food supplies and look to finding a gas BBQ for the cooking. Some discussion as to whether pre-ordering by parents would be required for supply orders and how payment would be taken (prepay or on the day or both). What would happen to children who have school meals? Parents would still be able to bring a picnic also.

JB advised will ask how it is usually run at her daughter's school to give Friends some ideas.

ACTION

School to confirm ASAP that the above proposed sports day plans are going ahead.

VC will look into whether pre-ordering efficient way to run or just estimate numbers.

KS to liaise with John Day about gathering a group of volunteers to run on the day.

Friends to try and source gas BBQ.

Summer Disco Friday 11th July.

Lead required for this event and discussion as to whether ticket price should be increased?

AL advised that she would lead this event this time but would like to generate interest for someone else to lead for future discos.

Ticket prices will increase by 50p. KS1 £3.00, KS2 £3.50.

CH suggested going forward to look into an entertainer for KS1 children rather than a disco.

ACTION

AL to lead event.

CH will find out prices for entertainers and propose ideas further at the next Friends meeting.

Look to write parent mail to school community to see if any interest from other parents to run discos.

Strawberries and cream/Wimbledon day or alternative summer fundraiser.

AL advised that this year will be unable to get strawberry donation from M&S to do strawberry and cream sale and that if bought unlikely to make a profit, alternative event would be a better option. Discussed that TTRS day went down well last year as the kids enjoyed dressing as rockstars.

ACTION

Await to see if BBQ for sports day going ahead.

Can organise quick ice lolly sale in the last weeks of term as possible alternative. Will revisit this item at the next Friends meeting.

Budget confirmation for Yr6 SATs ice-creams and leavers do.

JB confirmed that the school would like Friends to organise ice-creams for Yr6 for the end of SATs week. (Friday 16th May). Budget set at around £20 to buy tubs of ice-cream, cones, sauce and sprinkles.

AL asked if school would like the money or for Friends to come in and do ice-creams. AL and Yr6 parent happy to come in and do.

Committee discussed and confirmed £100 would be donated by Friends to Y6 towards any leavers do they would like to organise. This amount already been allocated as a funding commitment in the cash flow.

ACTION

JB to liaise with Miss Craker and let Friends know ASAP whether volunteers needed to do ice-creams or whether she would prefer monetary donation.

VC to inform Y6 parent that £100 donation available from Friends for Y6 leavers celebrations.

AOB

Next 2nd Hand uniform sale

Date for next 2nd hand uniform sale 10th June. Brief discussion of the old school logo and when this becomes obsolete. Date cannot be confirmed for this. Old logo no longer available to purchase new so gradual change will happen naturally.

Funding requests from school subject leads/amazon wish lists.

VC advised again that Friends open to suggestions for funding support from school subject leads for projects or events. Previous suggestions have been a school science subscription, signing the school up to the Woodlands Trust or National Trust.

Also that Friends have previously suggested class Amazon wish lists which they will happily promote to parents through WhatsApp groups and through the school website.

JB advised that she previously put together a funding request for updating school atlases and globes as geography lead. Friends advised never received, happy to look at and consider.

ACTION

JB to feedback to subjects leads and class teachers. She will send through geography funding request for Friends to consider.

Promoting Friends/getting new members.

Committee discussed that will be looking definitely be looking for a new Chair and secretary at the next AGM in 2025. Both VC and AL have held their positions for the maximum term. Ideally need more Friends members and also Artshow committee will need more members.

JB happy to help by promoting Friends to new parents. Suggestion of Friends coming to do coffee and cake at the stay and play and storytime sessions for September 2025 new starter

children and parents. Also to do this on the staggered day starts for reception parents to attend after dropping their children at the school.

CH advised happy to update and write a Friends welcome letter with contact details for parent welcome packs.

Committee discussion of sending out parent mails asking for new members and that committee roles will need to be filled for Friends to keep running.

CH advised that she would be happy to help organise the 2025 Christmas Fayre again with other members.

Future fundraising ideas.

CH advised John Hampden PTFA has organised a menopause evening which has had a very good up take. Suggestion for Longwick to organise something like this or wellbeing evening.

Committee requested JB ask if Miss Nugget would consider a 'break the rules day'.

CB suggested more regular cake sales but organised and run in turn by each year group. Long Crendon school have a cake sale each half term run by a different year group each time.

Quiz night - run again Sept/Oct 2025?

DATE OF NEXT MEETING TUESDAY 24th JUNE 2025.