

Friends of Longwick Committee Meeting Minutes

Monday 20th January 2025

Attendees

Vicky Clarke (VC) - Chair
Rachel Armstrong (RA)- Treasurer
Alix Locke (AL) - Secretary
Caroline Byrom (CB)
Abby Dunn (AD)
Hannah Moore (HM)
Jessica Smith (JS)
Miss A Laver (MAL) - Teacher representative.

Apologies

Sharon Skinner, Gemma Lunnon, Yanru Chen, Kat Spybey, Hayley Parkes.

Matters arising from previous meeting

Bike/scooter storage.

VC advised that new shelter previously quoted (6M £1700) is the same size and design as current bike storage shelter and questioning if new shelter still needs purchasing or just relocating. Also old bike racking system seen near caretakers office and need to enquire whether this could be used. Discussion of whether location of shelter stays the same and added to or to move current storage to new site near Dorrells road.

Decided to wait until appointment of new business/site manager and further enquiries made to racking system near caretakers office obtained before proceeding further.

ACTION

VC will make enquiries and up date committee at next meeting.

Christmas Fayre feedback.

HM updated event went well. stallfinder.com excellent platform for advertising for external stall holders. Profit £24 more than previous Christmas Fayre despite expenditure for Cafe required this year. Some cafe supplies left that can be used for the Artshow.

Total profit £2166.

Volunteers slow to come forward but enough people on the day.

Treasurers Update

Current funds are £15,972.

After known commitments remaining available funds are £10,057.

Still awaiting funds from ASDA cashpot and Christmas card fundraiser.

See Cash flow sheet below.

Cash Flow for 2024-25		20/01/2025
	£	Comment
Total opening balance (01/09/24)	14,238	
Fundraising events		
Art Show	4,001	
Christmas Fayre	2,166	
School Lottery	318	
Second Hand Uniform	33	
Doughnut Sale	76	
Disco	(45)	
B2S Recycling	22	
Total Fundraising	6,572	
Expenditure		
School Trips	(2,000)	
White Rose Maths	(1,173)	
Purple Mash	(850)	
Class Spend pot	(420)	
A5 Canvases for Art display	(152)	
Usborne Books Top Up	(57)	
Christmas Crackers	(56)	
Total Expenditure	(4,708)	
Other (incl. interest)	53	
Lottery License	(20)	
Parentkind	(162)	Includes insurance
Closing balance	15,972	Current funds in bank
Commitments		
Art Show	4,001	Retain funds until finalised
White Rose Maths	427	To pay 75% of total cost
M&M Theatre visit	550	Actual cost £550 + VAT
School website	380	Total cost £750. Also allocate the £370 Quiz money from Parentmail
Reception Starter Packs	150	
Year 6 Leavers Party	100	
Audit Fee	30	
Yr6 Post SATS ice creams	20	
Class Pot for Sept25	257	Running total (10% total fundraising, less Art Show)
Remaining funds	10,057	

Advised that the Christmas card fundraiser was well received despite short notice for the school and parents. GL has shown an interest in organising this event again next year but will start the process earlier in the year to allow more time for designs to be completed and items to be ordered. Card company advised easier for designs to be completed in school. MAL advised can do but having more time would make it easier.

Artshow Update (21st-23rd Feb)

VC advised that plans on track. Capacity for event now full with 96 Artists.

Tickets for the Friday night preview are now available to purchase.

Advertising leaflets are being printed for local distribution, which should be ready in a couple of weeks.

Micheal Graham are providing for sale advertising boards, request for proposed sites ideally outside Longwick in surrounding areas greatly received.

A volunteers sign up sheet will be sent out shortly.

Pre event clearing and school set up Friday 14th pm, would like as much school support as possible with this. Boards Sunday 16th and Artists work being dropped off from Weds 19th, preview night Friday 21st Feb.

New school lay out plan this year.

There is no official theme to this year's Artshow. Children will be creating artwork for the event again. AD emailed the school to advise they can choose what artwork the children create.

Funding proposal for after school clubs.

AL suggested funding a sum to support the provision of after school clubs which could be accessed by the school staff to support the after school and lunchtime clubs they run. The aim to encourage more clubs and also increase up take in numbers of current clubs. Many of the sporting clubs were increasing in price which could be subsidised but also to help with travel expenses and resources. The idea of a funding pot (which would have a maximum amount cap each club could be awarded from the pot) would allow funding to be spread across a variety of clubs and therefore not benefit just one group of children.

The school choir are currently asking Friends for help to fund their trip to Birmingham to sing in the young voices event. They are asking whether £5 per child could be awarded to keep the cost per person to below £30. This would total £135. This was discussed that parents of the choir children could run a doughnut sale to help raise the extra funding being asked for.

It was discussed that the PTA constitution states that funding should only given towards things that benefit all the children in the school. Administration of a funding pot may be tricky as some clubs would need more funding than others and some of the sporting clubs are run by external providers. Many of the internal clubs are now asking for £10 per person to help run them.

MAL suggested that more drama/acting/expressive arts clubs would be good and all year groups would benefit from better stage lighting in the school hall.

ACTION

HM and CB to speak with Mrs Barton about holding a doughnut sale to help raise funds for the choir trip.
VC will look at lighting as this could be used for forthcoming school disco's also.

Board games afternoon.

CB proposed running a board games afternoon at the school on a Saturday 2pm-4pm.
Proposed dates which the school hall has availability are Saturday 22nd and 29th March.
Entry fee of £2 per person, capped at £5 per family.
Variety of board games to play.
Drinks available.
Start with school community first and see response then could open up to surrounding community.
First aider would be required to attend.

ACTION

CB to lead event.
Proposed date Saturday 22nd March.

Adult clothes swap

CB advised that she had seen this event being run by other PTA's.
Bring an item of clothing along to swap. Pay an entry fee to the swap shop.
Committee discussed and thought either summer dresses/outfits or Christmas outfit/clothing for Christmas parties might work best.

ACTION

CB to compile parent mail to gauge interest in event.

Sponsored walk

JS suggested holding a sponsored walk as fundraiser. Good 2 mile circular walk from the school to Ilmer and back. For the children to take part with parents and families and friends. Refreshments could be provided at the end. Possible prizes for fastest time or most raised.

ACTION

JS to bring map of route and suggested dates to next meeting.

2nd hand uniform sale

Date set for next sale of Tuesday 4th Feb.

ACTION

AL and CB to lead.

Bag2school Clothing collection

To book another clothing collection for early spring.
HM suggested advertising to local community also via social media.

ACTION

AL to contact Bag2school to check availability and book.

Silent disco

MAL still happy to help organise. Cost £200
Date proposed Friday 28th March
Will require first aider on site and some disco lights.

ACTION

VC to help organise with MAL.

Longwick fete

Saturday 3rd May 2025.
Proposal to have a stall at the fete again this year. Sweet jar tombola always popular.
Booking will need to be organised now.
Inside table
Friends can provide table.

ACTION

HM happy to organise this year.

Basil and crew mobile farm visit.

AL proposed organising Basil and crew to visit the school.
Mobile farm bringing a selection of animals for each year group to have a session of animal handling and education. Cost £660.
Committee VOTED YES

ACTION

AL to contact JW to confirm happy for visit to take place then check with mobile farm availability.

Requests from School

Help with the school Library

Help with the school library. Needs a new organising system and volunteers to do this and then help pupils to run. Also always need new books and reading material.

Currently no software in place to record what pupils are reading/stock of books etc.

MAL suggested two software programs which could be linked to the school server to help.

Libresoft librarian - management system to help organise the library.

Accelerated reader - The child reads a book then on returning the book completes a quiz to help with comprehension and encourage independent reading.

Committee liked both ideas but would like to know costs and possibly see demos of the software systems.

ACTION

MAL to feed back to JW to get costings

Forest School

The forest school needs a tidy and revamp before having a relaunch.

School would like volunteers to do this on a Saturday.

Friends to possibly supply refreshments.

Committee advised would definitely help volunteer to help with this. Requested a proper list of jobs that needed doing beforehand so relevant tools and equipment could be brought along.

ACTION

MAL to feedback that Friends will help. School to suggest date for this activity.

Theatre Visit

JW has advised that not booked a theatre visit from M&M productions yet for this year.

Committee VOTED YES to funding M&M productions to come at advertised price sent previously.

ACTION

AL to contact JW to advise can book. To inform us if price change.

AOB

Date of next Friends meeting **Monday 17th March 2025.**