

MINUTES OF MEETING

FRIENDS OF BERKLEY SCHOOL

Monday 18TH November 2019

ATTENDEES:

Louisa Marsh
Kirsty Holborn
Liz Halliwell
Zoey Powrie
Jo Chesshire

Sophie Kennedy
Louise Jeffrey
Frankie Palmer
Faye Horsfall
Suzanne Thompson

ITEM	DESCRIPTION	ACTION
1.0/2.0/3.0	APOLOGIES & INTRODUCTIONS & PREVIOUS MINUTES	
1.1	Louisa explained that she was standing in a Chair for the evening as Chloe was unable to make it and at the AGM in January, we would formalise the new officers	-
2.1	Apologies sent from Chloe, Hayley Blacker, Emma Poole, Sam Berryman, Natalie Pitman, Hannah Perrett & Arlene Hernandez	
3.1	No minutes produced from October's meeting, so none to sign off	
4.0	FINANCE UPDATE	
4.1	Currently in transition over to new treasurer, so latest bank statement not available ** Update from 19/11 is that SK is dropping statements into school office	
4.2	Kirsty confirmed that we made £437.15p profit from the school disco	
4.3	New signatories: LD, KH & LH (Mrs Langton will continue as signatory) and form will be completed and handed into the bank imminently	KH
5.0	COMMUNICATION	
5.1	LH mentioned her concerns regarding getting messages to parents & helpers – not everyone uses Facebook and	

	emails from Mailchimp are going into people's Junk Mail. ST said that the school are looking into it. ST commented that communication at Berkley is good compared to other experiences she has had and did wonder if having too many ways to communicate is confusing	
5.2	FP mentioned an app called 'MySchoolApp' - ST to look into it	ST
5.3	We discussed WhatsApp which is in place informally within various groups across the year groups and it was decided that we would try to use it more to communicate messages. With representatives as follows: Rabbits - Jo Chesshire Squirrels - Faye Horsfall/Frankie Palmer (LH to ask NP to make them admin) Badgers - Liz Halliwell Owls - Lou Jeffrey	All
6.0	Christmas Fayre	
6.1	Agreed on the following stalls: a. Teddies (ZP to label) b. Cake Pops (Mischa) c. Jam Jars (Year 4s to help sell) d. Reindeer Food (Reception) e. Treasure Hunt (Collette) f. Decorating biscuits (Lauren to make) g. Book stall (alongside jam jars) h. Face Painting (JC to check with facepainter) i. Xmas Spoon game (LJ to bring in) j. Father Christmas (LH to ask Lion's Club) k. Tea & Coffee (LH to ask EP about mince pies from Settle, LJ to source mulled wine) l. Cakes (Donations to be asked for) m. Craft Stall (Upcycling of baubles - FP) n. Bottle stall o. Elf Station (Arlene Hernandez) p. Lucky Dip (JC to sort)	ALL
6.2	Raffle/Hamper tickets to be sold on the day and send children home with tickets to sell (£1 per ticket) and then draw at Christmas Service at end of term	
6.3	Note in all book bags 19/11 asking for donations and volunteers	LH
6.4	Grotto presents ordered and will need volunteers to wrap w/c 25/11	
6.5	Jam jars & bottles will need raffle tickets & need labelling in advance of the day	
6.6	LD to ask SB if we can use her decorations for the	LD

	Grotto	
6.7	Various classes are making things to sell at the Fayre	School
6.8	ST to come up with a plan of where the stalls are going to be on the day	ST
7.0	Christmas Party	
7.1	It was decided that we would only need to buy Festive napkins and crackers for the Christmas Party as the school can use lunch trays and cutlery at school	
7.2	KH to purchase the napkins and crackers	KH
7.3	Entertainer can't make Wednesday 11 th , ST to decide if the school want him another day	ST
7.4	It was decided not to spend £80 on books for the children at Christmas, thus allowing us to save some money and put it towards something else. This means Father Christmas is also not required	
8.0	Nativity	
8.1	Tea, coffee & mince pies to be sold after the Nativity in the school hall	LH & JC
9.0	AOB	
9.1	Discussion around the disco - we had 98 children come along! A fantastic number. Decided to tweak the prices next time - charge more for sweets and less for squash maybe	
9.1.2	Tattoos to be kept to arms and legs following some feedback from parents	
9.1.3	Review the drop off system for future events - it was very dangerous both on the road and in the car park especially in the dark. Consider using the morning drop off system next time	
9.1.4	Collection of children worked very well on Friday and ST mentioned about investing in some walkie talkies for the school which could also be used by the FBS	
9.1.5	Perhaps some helpers could park at Frome Market/CLAAS and then share lifts back to school. Will help to keep the car park clear	
10.0	DATE OF NEXT MEETING	
5.1	Next meeting will be Annual General Meeting in January, Tuesday 21 st January 2020. Venue TBC	