**MINUTES OF MEETING**

**FRIENDS OF BERKLEY SCHOOL**

**Tuesday 25th March 2020**

**ATTENDEES:**

Louisa Marsh Sam Berryman

Kirsty Holborn Suzanne Thompson

Liz Halliwell Emma Poole

Zoey Powrie

Jo Chesshire

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **ACTION** |
|  |  |  |
| **1.0/2.0/3.0** | **APOLOGIES & INTRODUCTIONS & PREVIOUS MINUTES** |  |
|  |  |  |
| 1.1 | Louisa welcomed everyone | - |
| 2.1 | Apologies sent from Louise Jeffrey , Faye Horsfall, Frankie Palmer, Sarah Appleby, Luci Hooper |  |
| 3.1 | Minutes reviewed – Zoey P commented that she hasn’t yet got a list of fundraising ideas | ZP |
| 3.2 | Liz H commented that at the recent Governors’ meeting, SP had come up with an idea for the FBS to raise funds and get members to give up some time over the summer holidays to help decorate the classrooms. LH to seek clarification if the FBS would need to raise money for paint as well as other items such as colourful mats, murals for the walls etc. | LH/JC |
|  |  |  |
| **4.0** | **FINANCE UPDATE** |  |
| 4.1 | £92.75 raised at the recent Rabbits’ cake day sale. |  |
|  |  |  |
| 4.2 | Sam B made the point that the bad car park situation at the end of the day, was NOT due to the cake sale and that those people who purchased cakes at the gate, did so in a very quick manner. |  |
|  |  |  |
| 4.3 | Mufti day donations totalled £100 which is going to be given to the church | SB |
|  |  |  |
| **5.0** | **FUNDRAISING** |  |
|  |  |  |
| 5.1 | **DISCO** finalised as Friday 20th March – DJ booked |  |
| 5.2 | Glow sticks – order 150-200  Fork & spoon game  Popcorn  Sweets  Guess No of mini-eggs  Tattoos  Need to ask for volunteers via FB | Emma P  Liz H  Kirsty H  Jo C  Lou M  Frankie |
| 5.3 | Lou M & Suzanne T raised concerns over carpark situation and it was decided that we would follow the same drop-off/pick-up system adopted on the school day. \*\* We could also ask parents to lift-share where possible)  Register to be taken  Walkie talkies to be used at collection time | Suzanne  Liz H |
| 5.4 | Discussion over the cost and also the issue of people paying at drop-off, we decided to ask parents to pay via ParentPay – with this comes a .25p per transaction charge, so we agreed to increase the cost of the disco to £3 per child to include free drinks all night | Sam B |
|  |  |  |
| 5.5 | **MOTHERS DAY SHOP –** to take place in school on Thursday 19th (KS1) & Friday 20th March (KS2), with each child being given the option to choose a gift for their mum and to wrap it up to take home for Sunday 22nd March. Cost of £2.50 per gift |  |
| 5.6 | Volunteers required to help wrap the presents with the children – must be CRB checked.  Jo C, Liz H & Kirsty H offered to do Friday 20th, but we do need a confirmation of time from school | Lou M |
| 5.7 | Louisa had some lovely gift donations and we have sinced sourced some more | Lou M / Kirsty H |
|  |  |  |
| 5.8 | **EASTER EGG HUNT** – **FRIDAY 3rd APRIL** Mrs Langton organises this each year, with Lou J hiding the eggs during assembly. Lou J happy to do this again. | Lou J |
|  | Louisa M has sourced some eggs - £20, we just need to make sure we have a dairy-free option (Haribo suggested) | Lou M |
|  |  |  |
| 5.9 | Squirrels Cake Day – Monday 4th May: VE Day theme |  |
|  |  |  |
| **6.0** | **SUMMER SOCIAL/EVENT** |  |
|  |  |  |
| 6.1 | After some discussion around Summer Ball, dates on offer (Thursdays only at Orchardleigh) and the costs involved (£30-35per head), we decided to look at organising a Barn Dance instead |  |
| 6.2 | Liz H offered the use of her barn and due to the proximity of the river to the barn and that the kids already have a number of activities for them, we decided to make it adults only.  Date Saturday 4th July 2020 |  |
| 6.3 | Barn has electricity and plenty of capacity, we woujld need to source toilets. Jo C to make some enquries  \*\* Update - £156 inc VAT for 2 toilets \*\* | Jo C |
| 6.4 | Sub-committee would need to be set-up to organise, brief outline of things to consider:   1. Open it up to friends & family of Berkley School parents 2. Band & Caller (Sam B to look into) 3. Food – cold meats & cheese (donations from local supermarkets) 4. Alcohol & bar 5. Bunting/decorations 6. Skittle alley? | Sam B  Lou M  /Sam B  Jo c  Liz H |
|  |  |  |
| **9.0** | **AOB** |  |
|  |  |  |
| 9.1 | Nothing raised |  |
|  |  |  |
| **10.0** | **DATE OF NEXT MEETING** |  |
|  |  |  |
| 10.1 | Tuesday 31st March – 7pm @ Cordero Lounge |  |
|  |  |  |