



## Meeting of the Friends of Chandlers Field School

Thursday 21 March 2019, 6 pm

### Minutes

**Attendees:** Tina Lock (Chair); Sasha Stock (Vice Chair); Michelle Wenham (Secretary); Vicky Wells (Treasurer); Claire Bender (Vice Treasurer); Mrs Williams (Head Teacher); Mr McKee (Deputy Head) Sarah Buckle; Gail Petipher; Amy King; Bernie; Hannah Sanders; Emma Kedge; Emily Ayers, Sorcha Armstrong

**Apologies:** Cathy; Julie Spencer; Katie Burchett

1.	<p><b>Welcome from the Chair</b></p> <p>Tina welcomed everyone to the meeting and outlined the agenda for the meeting</p>
2.	<p><b>Committee Introductions</b></p> <p>Tina formally introduced the Committee Team, noting that we have a new Vice Treasurer (Claire Bender).</p> <p>Claire Bender (Vice-Treasurer); Emma Kedge (CM); Sorcha (CM); Emily Ayers (CM) were formally nominated to be Committee Members</p> <p><i>NB: since the meeting Claire has formally resigned as Vice-Treasurer and from being a committee member.</i></p>
3.	<p><b>Class Representatives</b></p> <p>Tina and Vicky informed the committee that core committee members would no longer be class reps so we need to fill some gaps.</p> <p>It was agreed that Hayley would become class rep for Pudding Lane &amp; Southbank and Sorcha for Southbank.</p>
4.	<p><b>The Constitution</b></p> <p>Tina informed the meeting that she will be signing the constitution (outlining the formal rules and regulations that as a PTA we are expected to follow).</p> <p>Mrs Williams noted she would put the constitution on the website.</p>
5.	<p><b>Fundraising Focus</b></p> <p>The Chair updated the Committee on the current total of funds raised, £1674.50; and that we hope to reach our target of £2000 with the cake sales over the next few months.</p>



	<ul style="list-style-type: none"><li>● <b>Storage sheds for school equipment</b></li></ul> <p>Mrs Williams informed that the storage units have been ordered and will give the children safe access to the play equipment.</p> <ul style="list-style-type: none"><li>● <b>Sensory Garden (Mrs Williams)</b></li></ul> <p>The Chair asked Mrs Williams to address the committee with the plans for a future fundraising focus.</p> <p>Mrs Williams informed the committee that she wanted to improve the area to be a usable fenced off sensory garden area.</p> <p>The costs include fencing (£8000 in metal and £6000 in wood). The target for this cost is currently £10,000.</p> <p>This potential fundraising focus will need to be revisited at the next meeting.</p>
6.	<p><b>Confirmed Events Calendar</b></p> <ul style="list-style-type: none"><li>● <b>Wednesday 3 April: Easter Raffle</b></li></ul> <p>Tina informed the Committee that all the prizes had been secured and all were donations from Tesco and Sainsburys.</p> <p>It was agreed that tickets would be sold before and after school at the front and back gates. A strip of raffle tickets would be £1 and the raffle would be drawn on Wednesday 3 April alongside the Easter bonnet parade.</p> <ul style="list-style-type: none"><li>● <b>Saturday 29 June: Summer Fair</b></li></ul> <p>It was confirmed that the summer fair would be on Saturday 29 June.</p> <p>It was agreed that a sub-committee would be responsible for the planning of the fair. Members are:</p> <ul style="list-style-type: none"><li>● Tina</li><li>● Sarah</li><li>● Sorcha</li><li>● Emma</li><li>● Haley</li><li>● Jahanara</li><li>● Jemarah</li></ul>



	<p>The sub-committee will report back to the whole committee at its next meeting on how the planning is progressing.</p> <ul style="list-style-type: none"> <li>● <b>4 July: Summer Disco</b></li> </ul> <p>It was confirmed that the DJ had been booked for the disco.</p> <ul style="list-style-type: none"> <li>● <b>Sunday 3 November: Fireworks Display</b></li> </ul> <p>This fireworks display has been confirmed for Sunday 3 November and the deposit has been paid. The school will host a quiet and loud display.</p> <p>It was agreed that a sub-committee would be responsible for the planning of the fireworks display. Members are:</p> <ul style="list-style-type: none"> <li>● Sasha</li> <li>● Michelle</li> <li>● Hannah</li> <li>● Amy</li> <li>● Gail</li> <li>● Katie</li> </ul> <ul style="list-style-type: none"> <li>● <b>Saturday 8 June: Molesey Carnival</b></li> </ul> <p>The Committee discussed whether the school would be participating in Molesey carnival this year and also the possibility of having a stall on the fairground.</p> <p>It was agreed that the school would be registering to be in the parade and that we would do a space theme.</p> <p>No decision was reached about a stall but will be considered by the sub-committee.</p> <p>It was agreed that the sub-committee responsible for the carnival planning are:</p> <ul style="list-style-type: none"> <li>● Michelle</li> <li>● Hannah</li> <li>● Amy</li> <li>● Gail</li> </ul>
7.	<p><b>Any other Business</b></p> <p><b>Meeting schedule</b></p> <p>It was agreed that the committee would meet on the second week at the start of each half term.</p> <p>It was agreed the committee would consider different times for the meeting going forward.</p>



	<p><b>How can you help?</b> All attendees were asked to complete the 'We need your help form'; encouraging all those that are interested in helping to tell us what they might be able to offer to the school and future events.</p> <p><b>Ideas from the 'Suggestion Box'</b> It was noted that a suggestion box had been placed in the school reception and the more ideas we have the more we might be able to do going forward.</p> <p>It was agreed that we need to be more proactive in advertising events: Tina noted that we will advertise events on the PTA boards at the front and back gates and via the Facebook page.</p> <p>It was also agreed that photos of core committee teams and class reps will be put up so parents know who to contact.</p>
8.	<p><b>Date and Time of the next meeting</b></p> <p>It was agreed that the committee would next meet on Tuesday 30 April at 6 pm &amp; Wednesday 12 June (time tbc).</p>