



MINUTES OF MEETING

Wednesday 19th November 2008

Item 1 - Welcome and Apologies

Present

Sam Clark (SC) *Chair*
Helen Davis (HD)
Simon Day (SD) *Secretary*
David Kelly (DK) *Treasurer*
Jackie Kelly (JK)
Sharon Keveren (SK)
Gina Norridge (GN)
Alison Stamps (AS)
Steph Williams (SW)

Apologies

Karen Collyer (KC)
Liz Tindell (LT)

Item 2 - Update from previous minutes

a) School Disco - DK reported that approx. £495-£500 was raised from this event. Due to the fact that several tins of hot dogs were left over, a book should be kept to note quantities required and other useful information for future events. JK suggested creating a presentation for the plasma screen in the main entrance to publicise the school discos. It was agreed that checking names for hot dogs as the children were called was a great idea, a big thank you goes to Jane Martin.

JK reported that The Citizen had taken photographs of the new interactive white board and it would be great if it could be used at the next disco.

Action: SC to purchase a book for this purpose. JK to create a presentation of the disco with appropriate music.

b) NCPTA Awards - JK suggested that the group should not apply for this award this time.

Item 3 - Christmas Fayre

SC informed the group that 11 external stall holders had booked tables at the Christmas Fayre, JK added another 3 to the list. HD informed the group that the year groups had also decided what stalls they were organising.

The group decided that the cost of visiting Father Christmas would be £2.50 this includes a present, however there would not be any photographs available this year. JK gave donation request letters and posters to the group. SD informed everyone that he has a bear and a new game for this event.

Volunteers were asked to help out preparing the raffle prizes on Friday 5th December, volunteers were also requested for setting up the grotto on the morning of Thursday 11th December.

Action: All members to request donations, SC to contact remaining external stall holders on list, GN, SW and possibly SK to prepare raffle prizes on Friday 5th December, SC and SW to help with the grotto and LT to purchase 200 hot dogs, rolls, mince pies, a bag of onions and disposable cups.

Item 4 - Everyclick Update

SD reported to the group that the total was now £75.02 (*4.00pm on 19/11/08*) and there are 43 registered users. The group were still concerned that searches made at school are still not being registered.

Action: SD to ask Ross Twinning to investigate this matter again.

Item 5 - The Giving Machine Update

SD reported that total was £1.98 (*4.00pm on 19/11/08*) and there are 6 registered users. He also informed the group that the details are updated every Friday. SD also showed the group a visual of cards which can be ordered (500 with postage of £2.94), it was decided to order these.

Action: SD to order the cards from The Giving Machine.

Item 6 - Ink Cartridge Collection

JK informed the group that Ross sends the cartridges away for recycling and believes the school are paid for recycling but cannot be sure.

Action: SD to check with Ross whether the school benefits from the recycling.

Item 7 - Bag2School Collection Update

HD informed the group that a total had not been given yet, however the response was good, although not as good as previous collections..

Item 8 - Charitable Causes Directory

SD informed the group that The Friends of Harewood were now registered on the Charitable Causes Directory website (www.charitablecausesdirectory.co.uk). Although no funds will be raised directly from appearing on this website, it is hoped that it will publicise the efforts of the group.

Item 9 - Any Other Business

JK showed the group a lovely card made by 3WS to say thank you for the purchase of the Easi-Listener CD player with 6 Built-in headphone sockets which is now used in their classroom.

Action: SD to scan the card so it can be viewed on the website.

SD informed the group that the group could apply to the Tesco Charity Trust, however the type of charity supported changes and the category of Children/Education had just finished so we would have to wait until the next time.

Item 10 - Date of Next Meeting

Wednesday 21st January 2009