



MINUTES

Tuesday 22nd November 2011

Item 1 – Welcome and Apologies

Present

Kathy Beckerleg (KB) *Chair*
Jo Williams (JW) *Secretary*
Simon Day (SD)
Laura Hesketh (LH)
Steph Williams (SW)
Paul Stevens (PS)
Helen Davis (HD)
David Kelly (DK) *Treasurer*

Apologies

Anita Baldwin (AB)
Erika Williams (EW)
Jackie Kelly (JK)
Allison Kear (AK)
Linda Lawrence (LL)
Georgina Day (GD)

KB welcomed everyone to the meeting and apologies were noted.

Item 2 – Review of Previous Minutes

eBay for Charities Account

SD told the group that the items on ebay were still selling. The group agreed that he should have a break over Christmas and start again in the New Year.

PA System

PS has found a system for £350.00 with everything needed delivery will be Jan/Feb 2012. Wireless microphones would be an extra cost.

Action: PS to place order and get a cost for microphones.

Rikenel Charity Car Park

PS informed the group that the Rikenel car park was booked for May 2012 a copy of the 2012 liability certificate is needed to confirm the booking.

Action: DK to get a copy of the liability certificate to PS when available.

Council Charity Car Park

PS told the group that there were no more dates left for this year. He has completed the paperwork to make a booking for 2012 and will send this when he has a copy of the 2012 liability certificate.

Action: PS to send the paperwork to the council.

Year 6 Enterprise Initiative

HD informed the group that they were waiting for the last of the money to be sent in before a total could be given.

Item 3 – Christmas Fayre, Thursday 1st December

SW informed the group of the outside stalls booked. KB told the group that we would not be able to get raffle tickets printed in time for the fayre. It was decided that raffle ticket books would be purchased and sold in the playground leading up to the event. DK said he was happy to be Santa. JW offered to source gifts and wrap them for Santa's grotto. LH volunteered to help at Santa's grotto if another teacher could help her year group. It was decided that 100 cookies, 50 mince pies and 50 bacon rolls are to be purchased. Tea, Coffee, Sugar & squash to be purchased. The group decided posters should go up locally to advertise the event. Various members will go into school on the day to help set up stalls. SW will collect the chocolate from school to prepare for the tombola.

Volunteers needed to help set up before and run stalls on the night.

Action: JW to purchase Santa's Grotto gifts.

PS to purchase 50 bacon, 50 rolls, 100 cookies and 50 mince pies.

DK to arrange plenty of change in the floats.

HD to ask Mrs McCulla to do facepainting.

SW to collect the chocolate tombola from school.

Item 4 – Fundraising Ideas

The group decided to discuss future fundraising ideas in the New Year.

Item 5 – Any Other Business

Shed

KB informed the group that AM had agreed to FOH having a shed at school for storage. She would look into the best location for this. PS found a small shed at B&Q for £134, he would look into the cost of a larger shed. PS also informed the group that he had slabs that the shed could stand on.

Action: PS to find out cost of a larger shed

New Treasurer

Friends of Harewood need a volunteer to take on the role of Treasurer as DK is stepping down. Please inform KB if you would be interested in taking up this role.

Item 6 – Date of Next Meeting

To Be Advised