

## Friends of Shakespeare - Meeting Minutes

*Minutes of Meeting held Wednesday 25th January 2023- 17:00-18:00*

### **Attendees:**

Lauren Sumner (Chair) - LS Carli Melia (Meeting Minutes) - CM Laura Hickson (Staff) - LH Nicola Rhodes (Staff) - NR	Jem Armistead - JM Rebecca Pilkington - RK Angela Langton - AG Ricca McGowan - RM
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**Apologies Received:** Katie, Kat, Sarah, Sinead

### **Review of Previous Meeting Minutes**

Majority of actions completed, key notes:

- FoS [web page](#) now under Miss Hickson's ownership
- Historic Action: Ask if Mr Twist can include meetings and events in his Friday weekly emails
- Historic Action: Can FoS meetings/ events be added to the calendar of TheSchoolApp/ website

**ACTION:** Requests with Mr Twist & Office (Staff)

### **Fundraising Objective/ Target**

Miss Hickson confirmed current balance is £2,294.54

Fundraising options discussed were Library and Max Palmer Memorial Garden:

**Library** to be considered as target for funding - new books and refurbishment. Chestnut Books has been suggested as potential source for bespoke book package once budget agreed

**ACTIONS:** Agree scope with Mr Twist (Staff)  
Initial sort out of books date TBC (Volunteers)

*Post Meeting Note: Could this be linked with World Book Day - 'Design the new library' competition and suggestions for books to stock? Pupil ownership once complete - 'Junior Librarians' to tidy and help. Research into funding grants is underway.*

**Max Palmer Memorial Garden:** Needs some TLC. Relatively low cost activity and planting could potentially be linked into lesson plans for a number of year groups. Linkage with Library refurbishment as a peaceful /mindfulness space

**ACTIONS:** Agree with Mr Twist and confirmation if can link with class projects (Staff)  
Initial assessment and indicative budget to be approved (Volunteers)

### **World Book Day**

Following the success of the Pre-Loved Uniform shop, requests have been made for costume exchange for World Book Day (Thurs 2nd March), members agreed to facilitate an after-school event in Miss Hickson's classroom on Thur 23rd Feb. Any small donations for FoS fund will be gratefully received, but it was recognised that non-financial benefits of the

event include promotion of FoS, enhancing FoS - parent relations, increase school's Eco-credentials and help towards cost of living issues many are facing.

**ACTIONS:** Confirm School involvement in WBD (Staff)  
Facilitate WBD Costume exchange Thurs 23rd Feb (Volunteers)

### **Year 6 Fundraising Contribution**

Historically FoS have contributed to hoodies (£7 p/pupil) and leaver's event (2023 plan is Pleasure Beach: £15 per ticket + £600 coach). Year 6 are carrying out own fundraising activities, was agreed FoS would contribute appropriate value to help meet delta. It was suggested Year 6 could host movie night(s) as a fundraising event - promote event, select films, help set out chairs, prep and serve refreshments.

**ACTIONS:** Confirm intention to host movie night for next meeting and other funding methods  
(Yr6/Staff)

### **Easter Bingo**

Davey Dee Children's entertainer booked £150 cash/ bank transfer on the night. Receipt book from office to be obtained to evidence payment.

**ACTIONS:** Agree scope with Mr Twist (Staff)  
Specific planning session to be arranged after half term (LS)

### **AOB:**

**Christmas Fair** Initial suggestions for Christmas Fair, to be discussed at future meetings

- Late Nov date
- Local businesses to rent stalls
- Rotary club Santa
- Sale of child made decorations
- Large-scale raffle to be drawn at event - tickets to be sold in advance. Prizes to be sourced asap
- Hamper raffle success and to be repeated

**Mother's/ Father's Day** - Request if Mother's Day sale was held, could we ensure a reciprocal Father's Day event is also held. To keep costs and planning efforts to a minimum it was agreed we would explore an option to hold a singular non-specific 'Thank you someone special' type event in mid-May. Usual class based cards/ activities for Mother's and Father's day will still be carried out.

**ACTION:** Agreement from school (Staff)

**Teacher Appreciation** Member shared experience of teacher appreciation activities and requested if something could be explored within the FoS community. All considerations welcomed, option suggested for Year 6 to do an event (Afternoon Tea?) for teachers as part of their leaving activities

**ACTION:** Explore further ideas at future meeting (RM)

**Class Reps** Suggestion made if we could ensure 1 parent/ guardian per class is involved in comms for FoS (and can potentially be utilised for general class - teacher/ school comms as is common practice in other schools). Classes with no current 'rep' were identified.

**ACTIONS:** Include in new Reception class 'Welcome' details (Staff)  
Ask for volunteer from classes not covered - Parent Page Facebook Group (LS)

**Termly newsletter** Several members mentioned that in previous years, a termly newsletter had been issued containing key dates and upcoming activities. It was asking of it could be reinstated, electronically if needed due to printing costs and paper usage. JA offered to produce.

**ACTION:** Ask office / Mr Twist if newsletter can be reinstated (Staff)

Next Meeting Date: Weds 8th March (time TBC)