

Monmouth Comprehensive Friends Association

Minutes of meeting held 22/03/2017

Attendance: Kirstie Pope, Esther Lacey, Rachael Daniels, Cara Hopgood, Sarah Browne

Apologies: Fiona McColgan, Kate Allott, Tilly Ashton, Jan McShane

Minutes of last meeting approved:

Matters arising / Business

Safe Guarding training for Facebook: dates now available however, following discussion re commitments required to run FB page there is some uncertainty as to whether Rachael and school admin are able to commit. Decision taken to delay until able to confirm resourcing is sustainable.

Canopy: Currently school not going ahead with purchase, but need to clarify if required for new school. Plan to continue fundraising for general funds but need to clarify before pressing ahead with more specific fundraisers.

Food Hygiene: Unable to secure training free of charge – will need to fund places if required.

Junior School Meeting: Meetings are scheduled from April. **ACTION:** Kirstie to liaise with Sarah Bradley

Need to discuss with senior leadership team and have a structure to ensure consistent message to all schools. Ideas from meeting based on own personal experiences.

- Differences with junior school PTA

- Role of FA

- Parent transition

- How to contact teachers and FA

Second Hand Uniform: Stock levels very low at present.

Need to request donations of larger sizes (32/34 +) as smaller sizes unlikely to move now with intro of new uniform

Discussion of options for donating surplus stock. Raglan Baptist Church for Friends of Chernobyl – contact John Newell

Sarah raised concern that donations left by parents are not always getting to the Friends.

ACTION: KP to send out e-mail with request for donations, KP to contact Raglan Baptist , KP/SB to speak to reception re: procedure for processing donations for Friends

Heartstart: Next course to run after Easter, date TBC. Some enquiries from participants on D of E. **ACTION :** CH to check if this will count towards 'New Skill' section of D of E

Easy Fundraising: Huge thanks to Fiona. Need to mention EF at primary school meetings

Raffle: Work in progress – 2 'tech' top prizes (suggestions from IT dept)

ACTION: KP to discuss with head re specific target/ items needed and arrange tickets

Finance Report: See spreadsheet from Esther.

ACTION: KP to contact Sarah re uncashed cheque, EL to arrange audit of accounts

AGM : Wednesday 10th May, to be followed by ordinary meeting. Venue TBC. Possibly Priory Centre

ACTION: KP to confirm venue and issue invitation