

Monmouth Comprehensive Friends Association  
25 January 2017

Attendance: Kirstie Pope, Fiona McColgan, Darren Cronin-Preece, Shane Wallace, Esther Lacey, Erzsebet Szecsi, Cara Hopgood  
Apologies: Jann McShane, Kate Allott, Rachael Daniels, Victoria Kindell

Matters Arising:

Facebook page plans approved by Governors, need administrators - Wendy Baker (School Administration), Rachael and one other perhaps on rotation (Friends Association). Friends will require safeguarding training. **ACTION: KP to liaise with Andy Williams and circulate dates**

Minutes approved as true record

Finance Report:

EL produced spreadsheet. With additional income balance approx: £3400 inclusive of £300 ring-i

Business:

Canopy:

No longer urgent, but still desirable for new school. Ideas for use; shelter for bus bay, sports, outdoor classroom, social and performance space. Plan no longer to move once installed. Fundraising will be discussed by School's Fundraising Group (FM to attend from Friends) which will meet to coordinate the fund raising that takes place in school for different causes.

Friends' ideas for fundraising for Canopy:

- Canopy coppers idea well received: could pupils create containers - Mr Davies to approach D&T. Could use empty water cooler bottles? Inter-form/year competition.
- School considering logo and name for canopy campaign. Ideal to have these by Easter - can then start fundraising with Summer raffle. **ACTION: KP to liaise with Mr Davies**
- Promise Auction Easter 2018. Good auctioneer essential. Lyndon Trumper was excellent at previous auction. Venue? Leisure centre sports hall? Will probably require decoration. Promise of Spanish holiday let - £900 for a week, Shane has contact who will generously sponsor this, so all bids will be profit! Will need to secure a summer week in advance.
- Establish a way of recognising contributors
- Purchase of bricks/paving
- Sub-committee needed to plan, organise and run auction. Contact volunteers **ACTION: KP to ask Kate Allott to update list of volunteers and KP to circulate to FM and SW.**
- Documents relating to previous auction in Events folder in Dropbox
- Pop Concert / Music Event - hold in new building available Sept 2018

Will run individual events dedicated to Canopy, but need to maintain other fundraising where percentage is for canopy and balance is retained for other needs.

Food Hygiene:

**ACTION: CH to e-mail training Dept at MCC to set up Food Hygiene qualification training** (free spaces may be available on their courses for community groups).

School funding wish list:

Pen readers to assist with literacy and reading skills, and independent reading in exams. Total cost £1500.

Talk the Talk to provide oracy training in school. Total cost £2,500 (Rotary Club to assist). To meet demands of new English Language GCSE, 20% of which will be two oracy based assessments.

**ACTION: KP to get more information on schemes regarding need, sustainability, training of staff, number of pupils, value for money.**

Junior School Meetings with parents: Friends to be asked to attend. Mr Davies to ask Sarah Bradley to send list of meetings/dates. Maybe a suitable workshop could be promoted at these meetings perhaps around parent support through transition. Maybe a support group pre first friends meeting of Sept term. **ACTION: KP to clarify support provided by school.**

Uniform:

New uniform being introduced from Easter 2017, compulsory for all Sept 2018. Any queries should be directed to Andy Williams at school.

2<sup>nd</sup> Hand uniform – continue to sell up to July 2018

Surplus to be donated to charities

**ACTION: KP buy washing powder for Sarah B**

New School Building:

- The Governors' vision is for the building to be used by the community and to be perceived as a community resource, not just a school.
- Meeting held at Shire Hall to launch an ongoing conversation with the community to begin to jointly develop this vision as well as to ask the community to think about how it may want to use the facility.
- The community's use of the building is part of the drive to put the school and it's children at the heart of the community for their mutual benefit.

How can Friends can be involved? Source of volunteers for community activities eg. shop in school selling equipment, second hand uniform. Is there a space?

Heartstart:

Affiliation accepted for another year. Course run at MCS Boat Club in January, need to ensure Friends recognised for facilitating this. Cara thanked for all her time and effort to run the scheme. Next course to run after half term, **ACTION: CH to book date**

Easy Fundraising

Doing well, need to inform school community how monies raised have been spent.

**ACTION: FMC to produce flyer and poster, SW to print B+W copies**

Promote for holiday season – email everyone, flyers to years 7 and 8, posters in reception.

Raffle:

Need big ticket prize ideas- speakers, laptop, ticketmaster vouchers, Amazon Prime subscription.

**ACTION: KP to contact ICT to advise on suitable IT prize**

Additional prizes went down well – thank you to SW for offer of honey.

AGM:

Scheduled for May. Chair position has been more manageable over past 12 months. Advertise closer to time to invite new attendees

Next Meeting:

March 22<sup>nd</sup> 6.30pm at Wyelands, Old Dixton Road, Monmouth NP25 3SG