

MCS FRIENDS MEETING  
24 September 2019

**Attendees:** Fiona McColgan, Harriet Jones, Sarah Hanks, Esther Lacey, Debs Morgan, Lisa Arnold, David Arnold, Melissa Kitt, Caroline Howard, Shonagh Hay, Clare Vines

**Apologies:** Emily Ryder, Cara, Sally Chiltern

Minutes of last meeting approved as a true record

### **Business**

Finance Report given by Esther, see attached sheets.

### **Canopy / outdoor classroom**

One quote received but cost very high.

Monnow Marquees have visited site and are going to quote.

Action: Monnow Marquees to quote.

### **Milk App**

It has been agreed we will fund raise for this again. We are now out of the first 3-year agreed cost period. New 3-year quote submitted is almost double per year at £2800. Discussed whether there is the option to negotiate as such a big jump in cost. Discussed possibility of gaining sponsorship from outside companies. Discussed advertising more heavily that the Friends pay for this app.

Action: Fiona to discuss cost with school and ask about company sponsors.

Action: Ensure that PTA is mentioned on any correspondence where possible about the MILK App.

### **PE Department**

Request submitted for funds to purchase new equipment including benches, vaulting boxes and trampettes. Estimated cost £3,000 - £4,000. Agreed we are happy to fundraise for this once they have worked out what they need and submitted a quote.

Action: Wait for quote but begin to raise funds for this when we have covered The MILK App cost for next school year 2020/2021.

### **Construction Course**

Urgently need to purchase basic equipment such as cement mixers. Estimated cost approx. £2000. Department hope to get sponsorship in the future but were recently let down by a local company and need funds now to be able to get course going. David and Lisa Arnold have offered to help with the supply of hand tools but will need a list of what is needed.

Action: Friends to support this when we can, Fiona to introduce Lisa and David to Mr Bird

### **Curry & Quiz Event**

Date agreed as 8 November 2019.

Discussed getting a print quote to flyer whole school. Action: Fiona to get quote from school printing.

We have capacity for 250 would be great to achieve this number.

Discussed introducing an early bird ticket price to encourage people to buy tickets in advance. Ticket price agreed at £6 per adult and £4 per child. Higher price 'on the door' of Adult £8 Child £6.

Catering - Chartwells have agreed to cater the event but still need to quote. Action: Fi

Temporary Event Notice – Action: Fi to do.

Discussed option to attend in fancy dress and whether to offer prizes for best costume.

Action: Grace designing poster – will need to include fancy dress optional onto flyer design.

Fiona has spoken with Mrs Feldon regarding World Challenge Pupils and whether they would like to help on the door in return for sending round a bucket at the end of the evening for donations. Action: Fi to liaise with WCS

**Raffle Prize:** 'Family Games Night Hamper' plus two smaller hampers, we have two games and a box of biscuits so far. ACTION : Fi. Donations Needed, double packs of playing cards x 3, Tub of chocs and bags of chocs, writing pads and pens, small post it notes. Fi has sent message out but no offers of donations yet.

Action : Sally to put Hampers together.

Quiz masters – 2 prefects? Or 2 World Challenge Pupils? **Action: Fi to liaise with WCS Tuck shop** - last year this was supplied by Gwent Music and funds raised went to them. Agreed we are happy to do this again if they would like to. **Action: Fiona to liaise with Gwent Tuck**

Photos – discussed finding some one to take nice photos of the event. **Action: Fiona to promote**

Rounds – Please send to Fiona ASAP. **Action: Once all content in Harriet to design quiz packs as per last year.**

Discussed introducing a new prize for the winning school department team as an incentive to get them to attend the event. All agreed this was a good idea. Esther has sourced a very nice wooden shield and her Stepfather has offered to engrave it for free. Also small badge for centre of shield was decided as torch emblem.

**Action: Fiona to confirm number of flyers needed and to obtain print quote from school.**

**Fiona to ask Grace to add fancy dress to flyers & on the night payment increase.**

**Harriet to get print quote from Nimbus for quiz packs once they're designed as per last year.**

**Quiz rounds to be sent to Fiona asap.**

**Fiona to confirm wording for shield.**

### **2<sup>nd</sup> Hand Uniform**

Sarah Browne has been liaising with Bridges shop who are going to be selling it on our behalf. Bridges have also offered to stock second hand text books. Sarah will continue to pick up donations from school reception to ensure quality control / cleanliness / and price. Sarah has requested that someone else takes over before next year. **Action: Sarah Browne to ask a few of the mum's who have run a similar service at Primary School.**

**Action: Fi & Sarah to send email out via school office to go out to parents informing of new process and an option to include old text books & revision guides in date.**

**Fi to promote on school front web page, Twitter and Facebook**

### **Tutors at Home Evening**

3.30pm – 6.30pm Tuesday 8 October

3 people needed to help on the evening.

**Action: Fi to send email for help out & organise uniform, easyfundraising and Quiz Flyers**

### **Green Buttons**

Amount raised £315

This was raised for the PE department.

### **Easy Fundraising**

Agreed we need to increase awareness of this scheme as it is easy money. Maybe advertise on the reverse side of the quiz flyer? Push to parents ready for Christmas shopping.

Discussed mentioning it at the quiz and how easy it is to sign up and use.

Remind new parents to move their Primary School account to the Comp.

**Action: Fi to look at this**

### **A.O.B.**

Kirstie Pope is stepping down from the committee, as she no longer has a child at the school. She is still in the process of implementing Gift Aid and has agreed to finish this before she leaves.

We would like to record our sincere thanks to Kirstie for all her hard work over the last 5 years.

### **Bingo Evening**

Proposed date for event is Friday 27<sup>th</sup> March

Harriet to organise Bingo.

Discussed holding this event in the School Hall.

### **Disco**

Date to be decided but Friday 19<sup>th</sup> June is pencilled in at school for use of The Hall till late.

Organiser(s) to be decided.

**Next Meeting** Tuesday 26<sup>th</sup> November, 7pm at school