

FRIENDS OF WESTGATE MEETING

THE FLEECE 16 SEPTEMBER 2013

1 Introductions, welcome & apologies

Present: Claire Marsh(Chair), Kevin Jacobs, Liz Bownes, Cathy MacDonald, Charlotte Evans, Helen Jackson, Laurel Chambers, Wendy Forde, Debbie Parapia, Andrew Ross, Helen Carpenter, Gill Mullens.

Apologies : Serena Lunn, Vicky Mirfield, Jo Newell, Pippa McPherson, Hannah Morley, Catherine Davies.

2 Minutes of last meeting

The minutes of the last meeting were approved except for one amendment: Mrs Carpenter to Ms Carpenter.

3 Matters arising

Ms Carpenter said weaving sets had been ordered and delivered and costs for these plus playhouse, plus £50 class allowances, had been invoiced to FoW (£1463.65) Ms Carpenter expressed thanks to the Friends for their generosity.

Some changes to committee made since last meeting. Helen Jackson is now publicity officer and Vicky Mirfield is secretary. These changes were agreed by all present.

4 PUBLICITY

Helen Jackson has set up Facebook page for FOW as an extra means of communication and to encourage participation. It is set up as a "closed group" for security/privacy. People need to email Helen to sign up (hcjackson444@btinternet.com). Claire Marsh will keep an email list available to anyone as well as those not on Facebook. A note on the Facebook page and how to use it would also be useful.

Notice board not working properly and Helen J will monitor whether or not it needs fixing/replacing. Logo for FOW needed - Helen Jackson to organise a competition for pupils to design it.

- 5 **Cake team leaders appointed-** Hannah Morley and Wendy Forde. Issue with storage of equipment for FOW events (especially refreshments events) identified. Helen J may be able to store some but will check at home first.

6 REVIEW OF EVENTS

Sports Day refreshments were discussed, which raised around £80. The weather at the time meant that many families brought their own cold refreshments. Some thought given as to whether it is worth doing again? To review final decision nearer the time next year.

7 FORTHCOMING EVENTS

a) Curry night

It was noted that donations for raffle needed. Members asked to spread the word.

b) Ragbag collection

The date of collection will be **8th October**, explanatory notes to be sent out with bags w/c 30th **September**. Bags to be returned on **7th October** (no earlier). Jo Newell is co-ordinating.

c) **Orienteering**

13th October. Sarah Fuller organising and seeking permission from Leeds City Council. First Aid kit will be at sign in and out tent. Letter & Sponsorship forms to be emailed to everyone except those not receiving electronic mail. Spare copies of sponsor form will be available from the office.

d) **Cake stall**

24th October. Hannah Morley and Wendy Forde to price up with other volunteers at 1.30/2.00pm to sell at 3.15pm. Paper plates etc to be sent home prior to that. Any remaining cakes sold at the parents evening with an honesty box.

e) **Beetle drive**

Potential clash of dates. It was agreed to swap this with disco. Debbie said she will book the Silly Brothers again and Laurel agreed to drum up help for the night as health and safety requirements are tight on adult:children ratios. Helen C will look at the risk assessment as necessary. *Since the meeting, it has been agreed that the disco will now happen after Christmas. Helen C & Gill Mullens are considering 15th Nov (Children in Need Day) for the Beetle Drive, and discussing with School Council.*

f) **Christmas cards.**

Liz Bownes to lead this. Need to start pupils' drawings soon as they need to be sent away to be returned in good time for Christmas.

g) **Scholastic Book Fair**

Cathy MacDonald to lead, publicising the fact that a high percentage of sales goes to school.

h) **Victorian Fayre(8/12/13)**

8th December. It was suggested that FOW sell any homemade items, not just decorations. Claire M to check health and safety implications and liaise with Vicky M. Some proposals by Kevin regarding a new generator and gas burner were tabled and all were asked to consider these so that a purchase could be made by FOW in time for the Victorian Fayre if so required.

i) **School Disco night**

Date undecided. Debbie to book Silly Brothers and Laurel to drum up volunteers.

8 RECENT & FUTURE PURCHASES

Ms Carpenter would favour PC replacement and playground markings over purchasing books as money has been set aside in the School Budget for restocking the school library. The money donated to each class had been much appreciated by teachers and children alike and the playhouse for Foundation Stage had enhanced the outdoor provision, replacing an old and smaller plastic playhouse.

9 ANNUAL THANKS TO MR WARDMAN

All agreed that the same gift as before would be purchased – Amazon gift voucher. Claire agreed to organise this. Mr Wardman's ongoing support to the school and to Friends of Westgate events was acknowledged.

10 DONATIONS

An acknowledgement of a donation of £50 was made regarding a loan of equipment to Debbie's mother-in-law for a charitable event she was running and had secured funding for.

11 AOB

- a) It was noted that Westgate School won the People's Choice Award for its entry to Carnival this year .Cathy MacDonald's picture was in the local paper!
- b) Andrew spoke of need to engage donators with **Gift Aid**. It was agree that sponsorship forms should have a Gift Aid column on them. Andrew also noted the current balance for FOW bank account with approximately £3000.

12 NEXT MEETING

18th November 2013