

Minutes of the Friends of Westgate Meeting 19/11/14

Present: Joanne Hattersley, Helen Carpenter, Charlotte Evans, Wendy Forde, Debbie Parapia, Hannah Morley, Laura Martin, Ian Barker, Bec Bardgett

Apologies: Cathy Macdonald, Gill Mullens, Kevin and Jane Jacobs, Jo Newell, Serena Lunn, Liz Bownes, Helen Jackson, Nicky Lee

1. Introduction: All members introduced themselves and were welcomed by Wendy. The minutes of the last meeting were agreed as accurate. There were no matters arising.

2. Review of recent events:

Cake stall: Hannah said this had been a great success and raised £252.03. Once again, there had been a massive amount of cakes donated. On this occasion, there had been more cakes (particularly the larger ones) left over than usual, and so it was suggested that perhaps **next time, the price of larger items be slightly lowered and that the cake stall be held on a Thursday** in order to sell the left over items on the following day.

Orienteering: This event raised £90 and was really enjoyed by the 17 families who took part. Sincere thanks were expressed to Sarah for the hours of time she spends organising and planning the event, which was enjoyed by all who participated. It was felt however, that the turnout was disappointing, especially given that the weather this year was so good for a change! It seems that some parents had found the term “orienteering” off putting, and so it was discussed that perhaps as an event, orienteering may only appeal to a “niche market”. In Sarah’s absence, it was decided that further discussion about this be held until she can share her perspective too.

Rag Bag: This raised £62.40 and thanks were noted to Jo Newell for coordinating this. A date for our next collection was set at start of the Easter term – **week beginning 27th April 2015**.

Book Fair: Once again, book sales have earned the school the maximum commission bracket of 60% meaning that we have £566 to spend on books for the school. Mr Hackney will choose these books. Grateful thanks were expressed to Cathy for arranging the book fair and also to the many volunteers who help to man it. Cathy felt that whilst the poster competition had clearly helped raise awareness of the book fair, numbers of pupils entering the competition had been very low. It was suggested that **next year a letter be sent home detailing the competition**, with an entry form attached.

Having run the stall for a number of years, Cathy now wishes to hand over responsibility, and **Alison Heppenstall has kindly agreed** to fill this role.

Curry Night: Debbie felt that although tickets had been slower than usual to sell this year, that the evening had been very much enjoyed by the 53 parents and staff who came. £265.91 was raised on the night, and thanks were given to all those who had sold tickets, donated raffle prizes, and especially to Abdul and all the staff at Westbourne Spice for making the evening so successful.

Beetle Drive: This event raised £79, and was attended and enjoyed by pupils, ex-pupils, staff and parents alike. It was felt that the lower numbers may have been partly due holding the event on Children in Need day, and it was suggested that **next year, it be held slightly earlier in the calendar**, with a “Spooky Beetle” Halloween theme. Thanks to the many staff who helped on the night.

Christmas Cards: Many thanks to Liz Bownes for all the admin work she has given to this fundraiser. Orders have now been sent off and a potential £270 is estimated. Laura and Debbie both commented that their proofs had cut off part of their child’s design, but Wendy said the company had been happy to amend aspects of the design where this had been requested.

3. Future Events:

Christmas Victorian Fayre: Wendy explained that preparations are well under way for December 7th, and clearly a lot of hard work has already gone into making this event a success. Thanks to Gill for sourcing the mulled wine, and to Wendy, Claire, Laurel and Kevin for co-ordinating the stall. A sign up sheet for volunteers to man the stall in hourly shifts on the day was passed round, and members **will be emailed asking them to sign up at the gazebo** where Laurel has kindly agreed to encourage support.

Christmas Gifts: Laura shared some ideas for potential presents for pupils and a budget was agreed. **Laura has kindly agreed to choose and order these and will arrange a wrapping evening with Charlotte, Catherine and Vicky.**

Friends of Westgate School Logo Competition: Wendy shared a draft letter that she has composed to send out to all pupils asking them to design a logo for FOW. This idea has been suggested several times at meetings and has never come to fruition, so it was suggested that the competition be held in the Spring Term. **Hannah kindly agreed to lead a school assembly promoting this in early January and will coordinate a date with Helen.**

School Disco: Helen suggested this be held on a Thursday in the second half of January, and **Debbie will ask Laurel to book the Silly Brothers for one of these dates.**

Cake stall: A Valentine Heart themed biscuits and buns stall will be held on Thursday 12 Feb. Hannah is unavailable on this date, but **Debbie can help**, and will **also ask Bec.**

3. Suggestions for new fundraisers:

Bec brought in some name labels from a company who donates 10% of purchases to the school. It was agreed that this should be promoted amongst parents, and **Bec will set up the reference code for the school on the website and pass details on to the school office for distribution.**

Bec also showed an “original art canvas” that her son, Ted, had produced during his year at school in New Zealand. She suggested that FOW buy a small blank canvas for each pupil to produce their own piece of art on in school, and then hold a whole school art exhibition at which parents could view these and buy them. The idea was welcomed enthusiastically. Joanne felt that the Summer term would be the best time for staff to help with this project, and **Helen agreed to discuss the suggestion with staff.**

4. AOB:

Helen Jackson asked if anyone could take over responsibility for the school facebook page. **Hannah kindly agreed.**

Helen Carpenter asked if FOW would be happy to pay for some new school costumes, particularly for the nativity plays. These should cost around £200, and it was agreed that this was a good idea to support. Helen is also hoping to buy new lighting for school productions in the Summer term, and it is hoped that FOW will be able to pay for this once we have enough funds.

Wendy shared a letter sent from a company wishing to support our PTA by helping to register us as a charity, insure us and advise us on fundraising ideas. It was agreed we were already well established and in no need of such help.

Wendy also thanked Helen for all her time in clearing out the cellar, providing FOW with a clean, dry storage space.

Wendy also thanked Friends of Parkinson’s Park for their donation of £30 as a thank you for the loan of our Easter Fair games for their Childrens’ Day in September. Wendy suggested that FOW buy an A board to use in the playground to advertise events such as curry ticket selling, and Easter Fair sign-up sheets. It was agreed that this would be a useful piece of equipment and **Helen offered to source one from the YPO catalogue.**

The meeting ended at 9.10pm and the **date of the next meeting was set for Monday 12th January 2015.**