

# **Friends of Westgate Meeting**

**Thursday 6<sup>th</sup> October 2016**

## **The Fleece, Otley**

### **1) Introduction and Apologies**

Present: Sarah Drake (SD), Hannah Morley (HM), Joanne Hattersley (JH), Karen Mellor (KM), Rob Wilkes (RW), Zoe Hollis (ZH), Jean Parry (JP), Gavin Parry (GP), Charlotte Evans (CE), Laura Coleman (LC), Matthew Fortune (MF)

Apologies: Clare Marsh (CM), Georgina Sneath (GS), Serena Lunn (SL), Anne Hodgson (AH), Kevin Jacobs (KJ), Victoria Mirfield (VM), Jo Newall (JN), Kate Davies (KD), Cath Hodgson (CH), Helen Carpenter (HC)

### **2) Approval of Minutes of Last Meeting.** Reviewed and approved.

### **3) Review of Recent Events.**

- i) **Year 6 Leaver's Book.** All books received by the Y6 leavers and presumably a success! SD to see if Sam Kelly (SK) is happy to do the book again next year.

### **4) Forthcoming Events.**

- i) **Halloween Party.** This is a new event for the FOW and is being organised by LC.  
The event will be held on Tuesday 1<sup>st</sup> November, there will be 2 parties, one from 5.30-6.30pm for KS1 and one from 6.45-7.45pm for KS2.  
LC confirmed a DJ had been booked, there would be face painting, various games and a tuck shop.  
It was agreed a glow stick would be given as part of the entry fee with additional glow sticks for sale in the party for 20p each. The entry fee would be £2.00.  
LC would source decorations to decorate the hall, would advertise for volunteers.  
It was suggested we take photos of the event using the school camera – JH will discuss this with HC.
- ii) **Book Fayre.** All slots for helpers have been filled apart from one. Otherwise the book fayre is ready to run.
- iii) **Rag bag.** The collection date for the rag bag is Tuesday after half term, 1<sup>st</sup> November. This is being run by Jo Newell.
- iv) **Cake stall.** This event is scheduled for 13<sup>th</sup> October. All the plates have been handed out to the classes. KM will text, email and ask on Facebook for volunteers.

- v) **Beetle Drive.** This event may be possibly moved to the New Year. SD will discuss with HC.
- vi) **Christmas cards.** SD has taken over this item this year and are in hand.
- vii) **Christmas presents.** KJ and VM will source the presents this year and arrange a wrapping night closer to Christmas.
- viii) **Victorian Fayre.** JP and GP have agreed to take over this event this year. JP will liaise with KJ for help with planning the event. KJ will help with the mulled wine. JH will sort out the licence.
- ix) **New parents evening.** This was traditionally a curry night at Westbourne Spice. It has been agreed to change the format this year. FOW want to try the new restaurant "Stew & Oyster", however they don't open until the end of November. It was agreed to move this to the New Year. KJ is in contact with the company and will try to negotiate a drink in the ticket price and also a discount voucher for future visits.
- x) **Christmas Film Night.** HM will organise this. The date of 14<sup>th</sup> December was suggested, the film will be Christmas themed. HM will rethink the snacks as last time there was a lot of popcorn left behind. HM will advertise for helpers. Timings will be clarified, the film will start of 6.00pm with arrival at 5.45.
- xi) **Roller event.** Rob Wilkes has proposed to run a roller event on the same day as the Children in Need day at school (18/11/16). The children will take it in turns to sit on a static bike and cover a certain distance with prizes in each age group. The actual prize categories need to be decided, it was suggested fastest girl/boy, class raising the most money, etc. RW has asked if FOW will fund a £10 voucher for the winners. Chevin Cycles will also be involved and will donate some prizes. The competition will be open to all year groups. Reception children may struggle due to size. RW will sort out letters to parents and sponsor forms. If it is a success there may be scope to set up a smaller version at the Easter fayre for payment rather than sponsorship, perhaps getting the teachers to have a race.
- xii) **Thank you from Governors.** In his role as Chair of Governors RW expressed his thanks and appreciation for the work done by FOW.

## 5) Any Other Business

- i) **Easter Fair.** The fair will be organised by KM, Louise Prenga (LP) and Kath Hodgson (KH).
- ii) **Carnival.** ZH is happy to take on the role but does want additional help. She will speak to Steph regarding timings and organisation. SD will email again to get volunteers.

- iii) **Toy Library.** SD cannot run the toy library any longer due to other commitments. It has also become very quiet, as such it is not being run at the moment. SD will ask HC to put a few lines in the newsletter and will also advertise for volunteers to run it. A suggestion was made to have a table at the Halloween party. JH will speak to Hannah Robinson (HR) about running it in nursery again.
- iv) **CO-chair and secretary roles.** MF volunteered to take on the secretary role. There is still the Co-chair role to fill.

#### **6) Date of Next Meeting**

**7.30 pm, 16<sup>th</sup> November 2016 at The Fleece pub**

## **FoW Annual General Meeting, 12/07/2016**

**Chairperson 2015-16 Report.** This was received from the co-chairs, Kevin Jacobs and Sarah Drake.

**Treasurer's 2015-16 Report.** Charlotte Evans was not present but had submitted her report to the meeting.

Helen Carpenter said on behalf of the school, that she really appreciated not only the fundraising aspect of FoW but also the overall contribution made to school life.

Possible future spends include 32 I Pads and a management system for these. The school may match 50% of funds. Other ideas proposed include costumes for school productions and some school sports team kit and again it may be that PE money could be used to match the FoW spend for the latter.

### **Election of Officials.**

**Chair Person.** Kevin Jacobs is standing down as co-chair as it was agreed this would be for one year only to keep FoW running. Sarah Drake is happy to continue and was re-elected unanimously. She would ideally like a co-chair if anyone would like to volunteer.

**Treasurer.** Charlotte Evans happy to carry on in this post and was re-elected *in absentia*.

**Secretary.** Victoria Mirfield is stepping down so this role is vacant.

**Communications Officer.** Hannah Morley was re-elected to this post.

Leads on various events include Karen Mellor for the Easter Fair and Maypole refreshments, Hannah Morley for the Film Night and Helen Carpenter for the Beetle Drive.