

Friends of Westgate Meeting

17/05/2016

Fleece, Otley

1) Introduction and Apologies

Present: Kevin Jacobs, Sarah Drake, Victoria Mirfield, Hannah Morley, Helen Carpenter, Joanne Hattersley, Clare Marsh, Liz Bownes, Karen Mellor.

Apologies: Jo Newall, Serena Lunn, Charlotte Evans, Cath Hodgson, Alison Heppenstall-Ross and Andrew Ross

2) Approval of Minutes of Last Meeting. Reviewed and agreed.

3) Review of Recent Events.

- i) **Film Night.** HM reported back. It was a popular and successful night with takings at £330.71. £99.60 was paid out for the licence and also £150 is lodged as a deposit with the film bank. It was proposed to run this event on a termly basis and HM has agreed to lead in the future but more volunteers would be needed for this to happen, especially on the door. Next time there will be a 100 child limit.
There was also a proposal for a film night for the grown-ups and this will be considered in the future.

4) Forthcoming Events

- i) **Ragbag.** All in hand by Jo Newall with letter and bags ready to go for the planned date.
- ii) **Carnival.** Steph Wood and her crew are very ably organizing this and it is getting exciting. She will liaise with HC to arrange dates to go into school for costume making. There is a possibility that DBS checks may be required for volunteers for this and future events and HC will keep us updated.
- iii) **Maypole refreshments.** Tea and coffee will be served for donations at 2 sites before the maypole dancing. SD and KM can help out and KJ will send out an email asking for volunteers to help and also any donations flapjacks or similar welcome.

- iv) **Year 6 Leavers Book.** Sam Kelly has this all in hand.

5) Any Other Business

- i) **Easter Fair.** CM and LB were thanked at the meeting for all their hard work towards the Easter Fair (and Gail Brogden in absentia). They will be handing this over for the 2017 fair so volunteers are needed but Gail has kindly agreed to be a mentor for the new Easter Fair committee. They have prepared a comprehensive folder of information and preparations usually start in January. HM has said she *may* be able to help with the raffle again next year.
- ii) **FoW at Reception Induction.** SD will be present to raise awareness of FoW amongst new parents and carers and hopefully gain some new members.
- iii) **FoW Literature.** This needs an update. HC has a template and HM and CM will have a look and give the FoW leaflet a makeover, including a list of what FoW spend money on, so people are fully aware.
It may be a good time to send out a new leaflet to everyone in the school not just new starters
- iv) **Book Fair.** AH-R has emailed that there is an option of having an additional Book Fair in the summer term with reduced, sale prices. It could possibly be combined with meet the teacher events but this year was felt to be too short notice so could be considered early for 2017.
- v) **Toy Library.** Interest has dropped off considerably and there was discussion how this could be reignited. Ideas included a different day, holding outside or in the gazebo, new stock including selling stationary and educational toys and having monthly not weekly.
- vi) **Financial Report.** At the AGM, the treasurer, Charlotte Evans will share the yearly report but it was suggested that it would be useful at each meeting to have a brief

financial statement of spending and current funds. This would be useful both for information and accountability.

- vii) **Future Spends.** HC is to look into a procurement scheme for new tablets for the school and FoW could contribute towards this. Other suggestions for future spends include a Westgate “Sports kit” in varying sizes to be used when teams or individuals represent the school and HC and JH will look into this. HC will also email a list to VM to purchase some “quiet time” activities for play time. It was also suggested that it would be good to see if a theatre company could come into school for a workshop.

6) Date of Next Meeting

**7.30 pm, Tuesday July 11th at the Fleece Pub, Otley.
This will also include the Annual General Meeting.
Everyone very welcome.**