

Minutes of Nelson Friends meeting, Friday 19 January 2018

1	<p>Update from Head</p> <p>New school website almost finished and will have an area for Friends information. Minutes of Friends meetings will go on the site for parents to view. Liz to produce minutes following Friends meetings.</p> <p>Gemma is taking on the role of Friends Treasurer. Gemma to arrange handover with Selina.</p> <p>Request for the Friends group to research new fundraising idea – producing tea towels with artwork by children. Gemma to investigate possible suppliers, costs, and ordering methods.</p>
2	<p>Feedback & suggestions from the Christmas Fair</p> <p>A book is gifted to each child from the Friends group at Christmas. We should begin to order these earlier (September onwards) to ensure high quality books at an appropriate reading stage for all year groups. Aiming to spend approx. £1 per book.</p> <p>Repeat the wine & water bottle stall, but wrap the bottles in advance of the day.</p>
3	<p>Upcoming events to be planned</p> <p><u>School disco – 2 February</u></p> <ul style="list-style-type: none"> - Confirmed helpers: Lauren, Liz, Gemma, Rania, Donna & Carys. - Tickets to be sold Monday 29 January onwards. <p>Lauren - prepare popcorn bags (with Gemma), order wristbands, organise float. Liz - prepare raisin bags and do Asda order. Sam - prepare flapjacks.</p> <p><u>Easter activity mornings – 27-28 March</u></p> <ul style="list-style-type: none"> - Easter bunny suit and cardboard eggs on sticks are available for the egg hunts. - Source chocolate eggs for the children & organise an Easter egg raffle for each day. <p>Rania - find good-quality individually wrapped chocolate eggs. Lauren - ask office to request raffle donations from parents.</p>
4	<p>Any other business</p> <p>i. Consider easiest ways for Friends volunteers to communicate, and ways to encourage more parents to get involved:</p> <ul style="list-style-type: none"> - Include a note in the next newsletter about the Friends group, asking any parents who want to be involved to email us at nelsonschoolfriends@gmail.com. - Before events, an email will go out to all volunteers to request help. - We will also trial using WhatsApp to communicate in the lead up to specific events. <p>Lauren - include note about Friends & email address in the next newsletter. Liz - compile mailing list and respond to any new volunteers.</p> <p>ii. We will compile a 'How to...' guide for organising events. The document will include regular contacts (e.g. ice cream van & bouncy castle providers for summer fair), and will ensure an easy handover between Friends committees. All Friends to send Liz info (throughout the year) which might be relevant & useful. Liz to compile and share the guide.</p>