

Friends of Woodberry Down School

Minutes from meeting on 6 Jan 2017

Anne informed the group that Hilary has said, due to lots of current commitments, she won't be able to contribute to the group as much. Everyone recognised the huge amount that Hilary has done and we hope she will be able to help with particular events. Sending a huge thanks and love to Hilary!

Feedback on the grotto

We discussed the positives from the event, which were:

- We got a free grotto
- The children loved the grotto and meeting Santa
- The Santa's were awesome!
- The outside events worked well and it felt very christmassy
- It was well organised
- A lot of the books sold
- People were most happy with the made cakes and hot drinks
- Les, Caesar and the teacher support was great
- Abner's beard making was brilliant and he provided all the materials himself

Lesson learnt were:

- We gave a lot of the grotto gifts to siblings who didn't attend the school and we were close to running out of gifts. It was the right thing to do but we need to plan for this next time.
- We could have sold more tickets for the grotto because it was never that busy. We think at least 100 more tickets could have been sold.
- One choir performance is better as it was a challenge to some of the kids and parents to wait around for the 2nd performance.
- We spent too much on food and we need to agree a better supplier going forward. Sartu said that Tesco said they'd be prepared to donate quite a bit given the right notice next time.
- We just don't have enough volunteer numbers and need to recruit more members of the group.
- We need to keep costings under review as there's a view that we are too cheap with some things. This prompted a debate, as we need to make sure all events are inclusive to all families.
- We need more cake donations. Would a competition encourage more people to bring one in?
- For all events going forward, to control costs Minnie will set a budget.
- We must try not to buy anything and focus all efforts on donations.
- We should allocate drivers rather than use any taxi's.

Money raised

The event raised in the region of £1000 and cost in the region of £500. With costs under more control we can make a better profit going forward.

Money donated

We have agreed a donation of £500 for Our Space. We will produce a list of exactly what the money is spent on and advertise this amongst parents.

There are additional funds in the account to spend on other items for the school and Anne will speak with Mr Hewie about getting teachers to make requests. Other ideas have included: instruments for the music room and subsidising an after school activity for a term.

Other planned events for 2017

- We agreed to have a bake sale every half term
- Valentine's day was mentioned with a possible £1 donation per child to get a gift for mummy/daddy
- For Easter we will plan an egg hunt event again, with Easter themed cake sale.
- We will definitely have another Summer Fair
- Bilal mentioned a sponsored Zumba for parents/kids
- An international food evening/fashion show
- Jumble sales

We agreed to have a specific meeting on planning these and other ideas for events on **Friday, 20 Jan at 9am.**

Annual General Meeting (AGM)

The group needs to hold this meeting once a year. It needs to be attended by at least the same number of members as non-members. The main items to cover are a talk about the group's work and activities over the previous year and about the group's finances. It is also essential to re-vote members with specific responsibilities back in or get nominations from other people and vote. The roles are: Chair (Anne); Treasurer (Minnie) and Secretary (Angela).

We discussed holding this along with a wider coffee morning event to attract lots of parents. We also discussed having the AGM and then a separate coffee morning. The decision was to go with 2 events. We would like to hold the AGM on **27 Jan 2017.**

Action: Bilal will check whether we can use one of the halls for this. We will then need to advertise it.

Meeting ended.