



Friends of St Wilfrid's School

Email: FOSW@stwilfrids-haywards.school

PTA Registered Charity No: 1005518

Minutes

Date	03/02/2022	Location:	Small Hall, St Wilfrid's School
Start time:	19:45	Chair:	Julia Perry
Finish Time:	22:00	Minutes:	Richard Bowman

Present:	Apologies:
Julia Perry Richard Bowman Louise Bennett Sarah Overall Sarah Milton-Hunt Kim Waterhouse Jess Finn	Zoe Fryer Anna Cecil Gayle Gaydon Debbie Hannan Kerrie Clark Angi Weber

Agenda item	Discussion	Action
1) Approval of previous minutes and action points:	<ul style="list-style-type: none"> No objections, all approved. 	
2) Teacher requests/feedback:	<ul style="list-style-type: none"> No teacher requests. Teacher feedback from those that attended the Christmas Fair was very positive and they enjoyed attending and assisting. It was mentioned how it was a shame that more Governors were not able to attend. 	
3) Previous events: a) Christmas Cards	<ul style="list-style-type: none"> Christmas card sales went well with only one issue which was easily resolved. The Christmas cards raised £550 profit for FOSW (£135 in 2019). 	
b) Christmas Tree Decoration Competition	<ul style="list-style-type: none"> Christmas Decoration Competition had a good number of entries and prizes were handed out to the winners. 	

	<ul style="list-style-type: none"> • The Tree Decoration Competition raised £70 (£65 in 2019). 	
c) Raffle	<ul style="list-style-type: none"> • ZF was unable to attend to provide any comments on the raffle. • The raffle raised £1,600 for the Christmas Fair (£980 in 2019). 	
d) Christmas Fair	<ul style="list-style-type: none"> • Feedback from all that attended was very positive. • By being outside the extra space was very much appreciated by all and added to the Christmassy feel. • The music outside went down well and added to the Christmassy feel. • The music in the little hall did not work very well and the equipment was temperamental. • It was agreed that it should be outside again next year, although appreciated that the weather is a risk factor. • The burger van raised £50, and the coffee van raised £30. Previously the BBQ has raised £380 (2019), the tea/coffee/cake stall raised £270 (2019) (cakes and soft drinks raised £140 this year). Thus, by outsourcing hot drinks and burgers, FOSW approximately £430 down on previous (2019) Christmas Fair. • Agreed that outsourcing the burgers and hot drinks was the right thing to do in the circumstances with risks of last-minute cancellations and lack of sufficient volunteers. • Some stalls were managed by children. In the future, children can only manage stalls if there are also adults managing stalls nearby. 	

	<ul style="list-style-type: none"> The Christmas Fair raised £3,800 (including the raffle and burger van and hot drinks van) (£4,180 in 2019). 	
4) Future Event Planning:	<ul style="list-style-type: none"> Organising events and setting up will be more challenging with the current committee members due to many members, including the Chair and Treasurer not being free on a Friday. More time-free volunteers would help significantly with setting events up. Consideration of forming volunteer groups, making clear this would not be requiring to commit to all events over the year. Enquire about using Class Parent Representatives to assist with recruiting volunteers (if the school wish to bring them back). Following the picnic had immediately after school in September which brought in some volunteers, consider an adult only evening event, probably with drinks, to recruit and also host the AGM. 	
a) 2022 Challenge	<ul style="list-style-type: none"> The 2022 Envelope challenge envelopes have been printed and will be distributed around the school on Friday 4th February. Considered promoting the 2022 challenges on Facebook to create a challenging aspect of it, in hope of stirring up a bit of a competition. 	
b) Discos	<ul style="list-style-type: none"> Proposed dates for discos: <ul style="list-style-type: none"> Friday 11th March Sarah (SMH) able to DJ again on 11th March. Biggest challenge with the disco is finding someone to take on the organising, and Jess (JF) kindly agreed to take this on. 	SMH JF

- Someone still needed to arrange volunteers.
- Discussions had on glow sticks and the single use element of them.
- Stated that the only complaints from the last disco were the fact that there were not enough glow sticks.
- Alternative options were discussed, including offsetting the glow sticks by donating to green charities, or planting trees or similar, or having a black-light party, or providing UV light face paint, or similar.
- It is known that the glow sticks are very popular with the pupils.
- Will discuss with the school to see if they have any objections to continuing with the use of glow sticks.
- Tickets for the disco will be available online (for the first time), but will still also be available in person.
- Due to lack of volunteers, ticket sales in person will only be available one morning and one afternoon, at most.
- Face to face ticket sales will be payable via cash or card, assuming card reader available in time.
- SMH able to arrange setting up online payment system.
- Required information needed for online payments is full name, class, parent willing to volunteer, song requests, contact email, for confirmation of purchase.
- Tickets not necessary, collation of names and classes sufficient for checking off on entry to school disco.

c) FOSW Logo Competition	<ul style="list-style-type: none"> • After half-term a free competition to design a replacement school logo will be put forward. • Prize(s) for the best logo(s) will be available, likely an Easter Egg. • The winning logo will be digitised and used on future FOSW correspondence. 	
d) Summer Picnic	<ul style="list-style-type: none"> • Proposed Summer Picnic, with ice cream van and coffee van, early summer, possibly 29th April. 	
e) Summer Fair	<ul style="list-style-type: none"> • Needs a lot of organising and volunteers. • Provisional date of Saturday 2nd July. Friday's not practical due to lack of free volunteers available on a Friday. 	
5) AGM	<ul style="list-style-type: none"> • Proposed to host AGM as a meet and greet event to encourage more volunteers to join and contribute. • Potentially combine with a Quiz. 	
6) Other Agenda Items	<ul style="list-style-type: none"> • Once a new logo has been selected, banners will be purchased for advertising future events. • SMH & JF will take on the FOSW Facebook page. • Question was asked on what the school want to do with any money raised. • Agreed that good to have a target item(s) or similar for the fundraising carried out. • Consider if the proposed change to Academy Status with Hurst Education Trust could enable use of their facilities or any equipment to the benefit of FOSW. 	SMH & JF
7) Next Meeting	<ul style="list-style-type: none"> • Proposed 31st March 	