

MINUTES OF GENERAL MEETING OF

CHANTRY FRIENDS

Tuesday 15th January 2019
The Chantry School, 7.30pm



1. Welcome and Introductions

Present: Sarah Dunks, Lorna Davies, Rachel Nicholson, Anna Martin, Kate Bray, and Amanda Barker.

2. Apologies

Kate Morris, Aimee Tabberer, Lynn Tresider, Nicola Clear

3. Minutes of the Last Meeting and Matters Arising

The end of year accounts from Chantry Chance were presented to the meeting and a copy filed. A copy will be forwarded to Dave Darling, Business Manager for approval.

The purchase of the lollies as an Autumnastic reward for year 7 is outstanding, **ACTION LORNA DAVIES.**

4. Finance

The Chantry Friends account on 31/12/18 stands at £2273.32.

5. Chantry Chance

The draw for November 2018 and December 2018 had taken place at school previously with the school reception office staff as witnesses. The draw for January 2019 took place at this meeting. The winners were:
November 2018: number 157, Anne Pinchers.

December 2018: number 201, Carly Clifford.

January 2019: number 125, Shoena Short.

The account balance for Chantry Chance currently stands at £3220.73.

The lottery registration which costs £20 is up for renewal and is being processed.

6. Schedule of Future Friends Meeting Dates

In light of discussions around the organisation of events, it was decided to cancel the February 2019 Friends meeting.

An additional meeting may be scheduled for July 2019, to discuss the bids and to hold an end of year meal for Friends.

7. Calendar and Friends Commitments (in date order)

Feedback:

Wednesday 7th November 2018, 4pm – Y11 Targeted Parents Evening – Refreshments at this event were cancelled due to lack of help.

Thursday 15th November 2018, 6pm – Ex-Y11 Awards Evening – This event had four helpers, which was enough alongside the excellent prefect helpers who did a great job and were very helpful. A letter was received by Chantry Friends from Andy Dickenson, thanking Friends for our help with refreshments and for sponsoring an award. This event had a loss of £11.08, mainly due to the purchase of alcohol needed for the night, however, this event is not considered a fundraising event.

Thursday 22nd November 2018, 4-7.30pm – Year 9 Parents Evening – This event raised £14.80.

Thursday 6th December 2018, 4-7.30pm, - Year 10 Parents Evening – Due to lack of help, Lorna set up this event and prefects provided refreshments for the evening. £19 profit.

Thursday 18th December 2018 – Teacher Cakes – Thank you to those who provided cakes.

Wednesday 19th December 2018, 7pm – Talent Show – We were short staffed for this event, with only two helpers and fortunately a number of prefects. £146.24 was raised mainly from raffle, and some from alcohol.

Refreshments needed for:

Thursday 24th January 2019, 6-8pm – KS4 Information Evening – this event will not be attended by Friends due to lack of helpers.

Tuesday 29th January 2019, 3.45pm – Parent Forum – Sarah Dunks and Lorna Davies to provide refreshments. Post meeting note: This will now take place on 5th March 2019.

Thursday 31st January 2019, 4-7.30pm – Year 8 Parents Evening – Lorna Davies will set up refreshments, Anna Martin will tidy away, and Lynn Tressider can help also. Post meeting note: Lynn Tressider will set up and Lorna is no longer needed to help.

Thursday 28th February 2019, 4-7.30pm – Year 11 Parents Evening - Lorna Davies will set up refreshments, Amanda Barker will tidy away, and Lynn Tressider can help also.

School Production: Two Nights Only

Thursday 7th March 2019, from 6.30pm – School Production

Friday 8th March 2019, from 6.30pm – School Production

The drama teacher will be contacted to finalise the format of the school production, and this will enable Friends to decide what refreshments will be provided, **ACTION RACHEL NICHOLSON.**

In the past, the school production has been Friends biggest fundraiser, and the new format for the school production this year may compromise this.

Sarah Dunks confirmed the named person on the alcohol licence does not need to be on site during the event.

Other:

Wednesday 13th March 2019 – Rags2Riches – Lorna will confirm the arrangements regarding the skip and the circulation of letters and collection bags, **ACTION LORNA DAVIES.**

Thursday 14th March 2019, 4-7.30pm – Year 7 Parents Evening – Mary Burton and Lorna Davies to provide refreshments.

Tuesday 9th April 2019 – Teacher Thank You Cakes – Lorna Davies and Anna Martin to serve cakes on the day.

8. Any Other Business

It was agreed to update the signatories on the Chantry Friends and Chantry Chance bank accounts. Sarah Dunks will organise the removal of old signatories and include Anna Martin, Rachel Nicholson, and Kate Bray as new signatories.

It is becoming increasingly evident Chantry Friends need more helpers, not only at meetings, but also at events. **ACTION LORNA DAVIES and NICOLA CLEAR.**

9. Date and Time of Next Meeting – Tuesday 7th May 2019, 7.30pm.