

Friends of Norton School Committee Meeting

Wednesday 18th October - Online

1. Attendees

Bronwyn Barnes – Joint Chair
Louise Lewis – Joint Chair
Becky Smale – Treasurer
Simon Coles
Liz Surtees
Kate Thomas
Holly Cass
Emma Jones
Lucy Chandler

Apologies

Hannah Johnston

Louise welcomed the new attendees, Emma and Kate, to the meeting.

Actions reviewed and updated:

Action No	Action	Owner	Status
31	sort out online banking so that we can see the account and make online transactions. <i>Action remains open – online banking in progress.</i>	Lucy and Becky	open
38	Tap up local businesses for raffle prizes – post on dojo and Facebook as well as asking around. <i>Action on hold – discussed for Christmas fundraising</i>	NO OWNER	open
46	Paint Mrs Cooper's shed - gather volunteers and arrange date <i>Simon offered to do this himself during school hours – Simon to agree a suitable date/time with school.</i>	Simon	Open
69	Organise tea-towels artwork before October half term <i>Simon agreed to lead on this (with help from Liz). 2nd starter pack received. Discussed later in agenda</i>	Simon	Open

2. Finance Update

Current bank account balance is £2956.37 plus £100 cash (will be paid to bank this week). Total balance £3056.37.

Cheques for £500 (Clicker 8 accounts) and £520 (Author visit) have been made out to school but not yet cashed. After these payments the total balance will be £2036.37

3. Feedback on future name following 13th October engagement

XX questionnaires filled in by parents. Most questionnaire forms from Y2. Everyone aware of PTA. Understand that the purpose of PTA is to raise funds for school, connect teachers and parents.

1 person maybe join committee and 1 person considering, 5 people would consider helping at events.

People were given the chance to vote for the name of our PTA. Eleven people voted and the overwhelming majority (10 to 1) voted to change the name of FONS to Norton PTA.

We will start to make this change over the coming months but it will take some time to change all the relevant areas (charity commission, bank accounts, insurance, lottery, easyfundraising etc).

Post meeting note: Whatsapp groups and local "branding" will be the first to change, other name changes will follow.

4. Consideration of vacant committee roles

The constitution states that we cannot co-opt more than 50% of committee members (currently 3) at a normal meeting so we would need to hold a formal EGM to co-opt more people. Agreed that the next meeting would be a formal EGM followed by planning meeting.

Individuals expressed an interest in the following roles (both in the meeting and in advance of the meeting). These will be formalised at the EGM.

Hannah Johnston – Secretary (discussed with Louise prior to the meeting)

Kate Thomas – Treasurer

Holly Cass – Vice Secretary

Emma Jones – Vice Treasurer

Becky Smale – Joint Chair

Bronwyn Barnes – Vice Chair

Becky, Kate and Emma agreed they would work together with Treasurer roles in the short term until Kate and Emma felt comfortable to take over. Becky would pick up some chair duties in parallel.

5. 2023/24 Planning: Spend

Miss Donnelly requested funding for read aloud pens to support SEN children and other children within the school. Request for one pen per key stage (£230 each).

Can we request grants from anywhere else (council?) to support remainder of the request if we offer part of the money. No-one was aware of any other funding available.

What would the remaining £1500 be used for if we did provide the funding for these pens.

Members agreed by majority to provide the funding for these pens.

6. 2023/24 Planning: Fundraising

Non-uniform day at the end of term – fancy dress day. Friday 27th October.

Tea towel starter kit arrived with Simon so can be ready to send squares in to school to then be arranged on the tea-towels. Need to agree the prices for sales (previously sold for £4-5 each). Squares to go into school before half term (for children to draw before Friday assembly).

Christmas fundraising:

Nativity filming and USBs. Usually makes money selling USBs of the play. May also do refreshments on the nativity play days. Emma offered to help with arranging filming and photos for nativity. Adrian has previously done all the filming and his details are in the gmail account.

Raffle – Holly and Kirsty have offered to seek raffle prizes. This is a low cost but high profit fundraiser for us, especially if we make our own raffle tickets.

Christmas cards – get the children to do a design and make cards with their designs, or take photos of the kids in Christmassy outfits to put on the cards. Emma offered to help with this too. Becky to confirm with school if they will be happy to support.

7. AOB

GDPR forms for new committee members to join the Whatsapp groups. Becky to send.

Next meeting Tuesday 7th November (online) EGM and planning meeting.

Summary of actions:

Action No	Action	Owner	Status
31	sort out online banking so that we can see the account and make online transactions.	Lucy and Becky	open
38	Tap up local businesses for raffle prizes – post on dojo and Facebook as well as asking around.	Holly (and Kirst)	open
46	Paint Mrs Cooper's shed - gather volunteers and arrange date	Simon	Open
69	Organise tea-towels artwork before October half term	Simon	Open
75	Confirm agreed funding for SEN request from Miss Donnelly	Bron	New
76	Check with school whether they would support christmas cards (photos or drawings)	Becky	New
77	Send new members GDPR forms for joining whatsapp group	Becky	New