
The Friends of Lady Joanna Thornhill (Endowed) School

(Charity number 298123)

MEETING MINUTES

Location: Zoom Call:

Date/Location: 10 October 2022 / Zoom Call

Apologies: Mrs K Weiss, Jo Maxfield

Attendees: Stella Llong, Teodora Smith, Amanda MacLean, Laura Starley, Lucy Pol-lard, Sarah Smith, Laura Mockford, Stevie Bull, Elspeth Dunn, Penny Wilcox, Alison Wood, Janey Read, Georgia Bozekova

Agenda Overview and Decisions:

1. Welcome

General update from SL

2. Financials

TD gave an overview of financials from 2021/2022 for submission to AGM. JR asked whether the 3rd party funding for the Hive development included funds for outside furnishings for the area. Contractor deliverables were:

- *Excavate area of tarmac/ concrete and dispose of waste.*
- *Excavate and install poles for retractable sail, set in concrete.*
- *Lay heavy duty membrane with timber frame around perimeter and join lines.*
- *Fill and level sand aggregate.*
- *Supply and lay 35mm premium animal friendly artificial grass to complete the area. Including joining and pinning.*
- *Install retractable sail to polls to complete*

NOTE: There was however £1,000 approved for internal décor and toys that was not drawn down on and is available for spend. This needs to be taken into consid-eration when agreeing 2022/2023 spend.

ACTION APTA001: AM to provide overview of what 3rd party Hive funding included. Confirm that JR can draw done on this funding. Quotes/Receipts to provided be-fore funding can be released.

2.1. Request for school project funding 2022/2023

The school requested £14,000 for their Performing Arts Room development project. Based on the annual costs and the closing balance for 2021/2022, the Committee felt that this amount would mean the Friends account did not have enough of a buffer to cover out of the ordinary costs that might come up in the year.

DECISION: The Committee approved £12,000. They would be open to considering other smaller request that might come up later in the year.

ACTION APTA002: Lucy P suggested looking into local builders potentially donating time/materials to complete the works. AM and LP to discuss options and look into options.

3. Fireworks Event

SL walked through the event and set up. TD confirmed £1,700 raised from tickets to date (137 Adult and 105 Child tickets sold)

4. Christmas Fair

SL confirmed entertainment programme: Mrs Tonner will be organising classes to perform, and Panto Co from last year will be perform a sketch.

The Committee discussed the internal and external stalls:

DECISION: Y4 will do Pig Racing and Guess the Weight of the Cake Stall.

ACTION APTA003: Georgia B to let the Y4 Class Reps know what stall they will be running.

ACTION APTA004: Penny W to follow up with Katie Cole re pattern for knitting pigs.

ACTION APTA005: Childminders to use pre-loved/nearly-new good quality toys. AM to put request for pre-loved toys into School Newsletter

ACTION APTA006: Y3 Stall – Lucky Dip: Y3 to bring a little children’s gift instead of chocolate/wine on tombola dress down day. (No tombola letter to be sent out to Y3 parents). AM to let Y3 know

ACTION APTA007: Alison W to follow up with Cat Lawson on whether she will be hosting a stall this year. If not, AW will approach East Kent Flower Co to see if they would like a stall.

DECISION: No Pre-loved Uniform Sale at fair.

ACTION APTA008: TD to reach out to Y5 parents/carers to ask for volunteers for Santa’s Grotto as Tombola has a lower volunteer overhead

5. AOB

Class Rep's Confirmed. New Core Committee Members confirmed and approved by the committee members/trustees: Secretary – Elspeth Dunn; Vice-Chair – Alison Woods

Elspeth D had a question on the Constitution going to the AGM for signing – what constitutes a quorum? Is it 50% of the Friends Association Committee (parents and core committee) or the Core Committee. AM believed it was the Core Committee but said she would confirm.

ACTION APTA009: AM to review Constitution document for exact language confirming that the Core Committee form the quorate.

As per the document there are the **members** of the **committee** and **committee members/trustees**. The term **committee members/trustees** refers to the named committee members (a minimum of 2 but 3 is recommended: the Chair, Treasurer and Secretary. A 4th role, Vice-Chair is being added at the 2022 AGM). Decisions for the association require a minimum of **2 committee members/trustees**.

AGM – AGM is quorate if the number of members present is at least twice the number of **committee members/trustees** in office at the start of the meeting. So, for the 2023 AGM we will need a minimum of 8 **members** present.

NOTE: The 2022 AGM is run under the current constitution as the Parentkind constitution is only being voted in at this meeting.

Ideas for smaller events between Jan and June were discussed – Beetle Drive, Film night for Reception class, Bingo, Pub Quiz.

ACTION APTA010: Committee to investigate costs and effort of the events discussed and a detailed discussion to be tabled on the agenda for the next Friends Association meeting next term.

Question was raised as to whether it would be possible to have more card machines available as people often did not bring enough cash.

ACTION APTA0011: TD took an action to look into the cost of other card machine options and whether a token type solution would be viable.

Next meeting set for Tuesday 8th November at 7:30pm

Attachment 1

ACTIONS - OPEN			
#	Action Item	Owner	Due Date
APTA001	AM to provide overview of what 3 rd party Hive funding included. Confirm that JR can draw done on this funding. Quotes/Receipts to provided before funding can be released.	AM	CLOSED – included in minutes and email sent to JR
APTA002	Lucy P suggested looking into local builders potentially donating time/materials to complete the works. AM and LP to discuss options and look into options.	LP/AM	
APTA003	Georgia B to let the Y4 Class Reps know what stall they will be running.	GB	
APTA004	Penny W to follow up with Katie Cole re pattern for knitting pigs.	PW	
APTA005	Childminders to use pre-loved good quality toys. AM to put request for pre-loved toys into School Newsletter	AM	CLOSED – added to NL 14/10
APTA006	Y3 Stall – Lucky Dip: Y3 to bring a little children's gift instead of chocolate/wine on tombola dress down day. (No tombola letter to be sent out to Y3 parents). AM to let Y3 know	AM	
APTA007	Alison W to follow up with Cat Lawson on whether she will be hosting a stall this year. If not, AW will approach East Kent Flower Co to see if they would like a stall.	AW	Update: Cat Lawson unavailable, AW to approach East Kent Flower Co and The Flower Locker
APTA008	TD to reach out to Y5 parents/carer's to ask for volunteers for Santa's Grotto as Tombola has a lower volunteer overhead	TD	
APTA009	AM to review Constitution document for exact language confirming the Core Committee form the quorate.	AM	CLOSED - See minutes for write up on this
APTA0010	Committee to investigate costs and effort of the events discussed and a detailed discussion to be tabled on the agenda for the next Friends Association meeting next term.	AM/TD/SL	

APTA0011	TD took an action to look into the cost of other card machine options and whether a token type solution would be viable.	TD	
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