
Friends' Association of Lady Joanna Meeting Minutes

Date/Location:	23 February 2022 / Conningbrook Hotel
Attendees:	Stella Llong (SL), Teodora Smith (TS), Amanda MacLean (AM), Janey Read (JR), Georgia Bozekova, Sam Whitehouse, Hannah Maskell, Alison Wood, Stevie Bull, Laura Mockford, Jackie Kingsley
Apologies:	Jo Mansfield

Agenda overview & decisions:

I. Update – Stella Llong

- a. General update and welcome
- b. Confirm Secretary changes going forward.

Amanda Maclean stepping down. New Secretary to be recruited.
Jackie Kingsley to provide Charity Commission support and advice.

- c. Update on Hive work

Janie Read provided an update on works to-date. Good progress been made. Sail installation delayed due to storm. Once Hive works completed an invitation will be given to parents to view this.

II. Spend Update – Tedy Smith

- a. Update on Approved Spend 2021/2022

Approved Spend /20212022			
INITIATIVE DESCRIPTION	BUDGET APPROVED	SPEND TO DATE @ FEB 22	Comments/Spend breakdown
Team Points Revamp Project	750.00	634.56	Tokens (400); Token Container (350)
Playground Equipment	2000.00	351.56	
Wellbeing Room & Sensory Area Budget	8000.00	6785.00	Resources:tech/refurb etc (~2000); AstroTurf/Ground works (~2000); Lighting/Sensory Items/toys (~2000)
Christmas Elves Visit	650.00	598.50	
Magazine Subscription	1200.00	1200.00	
TOTALS	12600.00	9569.62	

Note: Sensory Area (The Hive) play equipment and gate still to be purchased. Balance to builder still outstanding until canopy installation complete

b. Update on Funds Raised to date towards 2022/2023 budget

Funds Raised To Date for 2022/2023			
FUND RAISING EVENT	RAISED YTD	SPEND YTD	Comments/Spend breakdown
Circus	2808		
Christmas Fair	4228		
Y4 Cake Sale	264	132	1/2 of funds from Cake Sale go to Class Teacher for discretionary spend at time of cake sale
Co-Op Charity Fund	1672.98		
Christmas Printing Cheque	169.5		
TOTALS	9142.48	132	

III. Review and Update Open Actions – Amanda (Attachment 1)

- a.** Actions updated – see Attachment 1

IV. Review Events Planner 2022/2023 (Attachment 2) – SL/AM

- a.** Reviewed events that are still to be agreed. Christmas Fair 2022 and Circus 2023 dates confirmed

ACTION (APTA011): SL to confirm the following Cake Sale dates with school: Y3 - Fri 18th March and Y5 – Fri 1st April

V. Summer Fair

- a.** SL gave an overview of event. Discussed stalls (see below) and entertainment options for the event.
- b.** Reviewed proposed Year Group run stalls and agreed them as follows:

YR - Tombola & Tattoos

Y1 - Bar

Y2 - Dog Show or Coconut Shy/Pig Racing

Y3 - Pick a Straw / Whack a Rat / Hook a Duck / Throw a Wellie (2 of these to be confirmed by Y3)

Y4 - Cream Tea

Y5 - Spin The Wheel / Sweets

Y6 - Ice Creams

BBQ - volunteers from across the Year groups

- c.** External Stalls Update (AM) - AM has emailed all Christmas Fair Stall holders about interest in a stall at the Summer Fair. 3 stalls confirmed, follow up to be sent early March. Confirmed: Julie Bailey Children's Toys; Canterbury Cider; Pretty Little Soaps

ACTION (APTA012): AM to ask parents via weekly Newsletter whether anyone knows a Band/Singer that would be interested in performing at the Summer Fair

ACTION (APTA013): AM to review Risk Assessment and Insurance requirements for Dog Show before event can be confirmed for Summer Fair.

ACTION (APTA014): Laura to approach Tickety Boo regarding a stall at the Summer Fair

ACTION (APTA015): SL to approach Perry Court regarding a stall at the Summer Fair

ACTION (APTA016): AM to approach The Wooden Spoon regarding a stall at the Summer Fair

ACTION (APTA017): SL to approach Wye Fire Brigade regarding attending the Summer Fair

ACTION (APTA018): JR to follow up with contact regarding hay bales for seating at the Summer Fair

ACTION (APTA019): AM to ask parents via weekly Newsletter whether anyone knows a Band/Singer that would be interested in performing at the Summer Fair

VI. AOB

a. Kids Disco (25 March)

ACTION (APTA020): JR to check with Mrs Foster whether school will be carrying out the Risk Assessment for the Kids Disco in March

b. Leavers Disco (15 July)

ACTION (APTA021): JR to check with Mrs Foster whether bar for parents allowed at Leavers Disco

DECISION: Agreed to go ahead with Photobooth option rather than disposable cameras. Cost £325

- c. Wye Village Street Party for Queens Jubilee** (June 3rd or 4th; 12-9pm). SL was approached to see if Lady J Friends would be interested in having a Food & Drink stall at the Street Party. As this is being held on a bank holiday it was agreed that this wouldn't be something we would be able to get enough volunteers to support.

d. Other Fundraising Options:

- Each year group organizes a fund raiser – view was that this would add additional pressure on volunteers. Agreed to ask if each year could possibly donate one prize for the Summer Fair Raffle
- Co-Op to be at Summer Fair (SL to contact them)

ACTION (APTA022): AM to add “Save the Date” for Wye Village Street Party via school Newsletter once dates for event confirmed so parents know about event.

ACTION (APTA023): Request to be sent out via Class Reps to ask each year to come up with a prize for the raffle – can be something donated by a business/parent or something created by class

ACTION (APTA024): TD to set up Amazon Smile / easyfundraising for parents to use. Details to be circulated to parents via Newsletter and via Class Reps.

ACTION (APTA025): SL to contact Co-Op about Summer Fair and whether they would like to register

Attachment 1

ACTIONS - OPEN			
#	Action Item	Owner	Due Date
APTA001	Janey to check with Mrs. Foster if a drop-off style disco overseen by school staff would be acceptable. If yes, what would the required staff: pupil ratio be? If not, it is proposed that the school disco moves to the Spring term.	JR	UPDATE – drop off disco confirmed. What is staff:pupil ratio?
APTA002	Amanda to write to Wye Parish Council regarding rebooking of Circus for 2023.	AM	UPDATE– Approval received for Circus. AM to write back to council to question rationale regarding Fireworks non-approval.
APTA004	Stella to look at having characters available at fair	SL	Update: Stella spoken to Sugar

			Plum Fairy. Entertainment options being reviewed.
APTA007	Janey to follow up on whether Y6 Business initiative is going ahead this year – winning stalls to be at Fair	JR	
APTA008	Amanda to email photographer and external stall holders re interest in Summer Fair stall.	AM	ONGOING
APTA012	AM to ask parents via weekly Newsletter whether anyone knows a Band/Singer that would be interested in performing at the Summer Fair	AM	
APTA013	AM to review Risk Assessment and Insurance requirements for Dog Show before event can be confirmed for Summer Fair.	AM	
APTA014	Laura to approach Tickety Boo regarding a stall at the Summer Fair	LM	
APTA015	SL to approach Perry Court regarding a stall at the Summer Fair	SL	
APTA016	AM to approach The Wooden Spoon regarding a stall at the Summer Fair	AM	
APTA017	SL to approach Wye Fire Brigade regarding attending the Summer Fair	SL	
APTA018	JR to follow up with contact regarding hay bales for seating at the Summer Fair	JR	
APTA019	AM to ask parents via weekly Newsletter whether anyone knows a Band/Singer that would be interested in performing at the Summer Fair	AM	
APTA020	JR to check with Mrs Foster whether school will be carrying out the Risk Assessment for the <i>Kids Disco</i> in March	JR	URGENT
APTA021	JR to check with Mrs Foster whether bar for parents allowed at <i>Leavers Disco</i>	JR	
APTA022	AM to add “Save the Date” for Wye Village Street Party via school Newsletter once dates for event confirmed so parents know about event.	AM	

APTA023	Request to be sent our via Class Reps to ask each year to come up with a prize for the raffle – can be something donated by a business/parent or something created by class	SL	
APTA024	TD to set up Amazon Smile / easyfundraising for parents to use. Details to be circulated to parents via Newsletter and via Class Reps.	TD	
APTA025	SL to contact Co-Op about Summer Fair and whether they would like to register	SL	
ACTIONS - CLOSED			
#	Action Item	Owner	Due Date
APTA003	Janey to confirm if class performance competition being held this year	JR	CLOSED – No competition 2022
APTA005	Janey to confirm with Mrs. F whether Bar appropriate for Summer Fair	JR	CLOSED – Pims & Beer Only
APTA006	Stella to follow up with catering team re Cream Tea stall	SL	CLOSED – Y6 to manage stall
APTA009	Tedy to pull together costs and expected profits for Fireworks event	TS	CLOSED – Approval from Wye Parish Council not received.
APTA010	Stella to research Photobooth costs	SL	CLOSED – booth costs £325. Confirmed that this option should go ahead for Leavers Disco

Attachment 2

Friends' Association of Lady J - DIARY DATES FOR 2021/2022

* Event to Be Confirmed

March 2022

Friday 18th of March – Cake and Pre-Loved Uniform Sale Y3

Friday 25th of March – Kids Disco (KS1: 3:30-5pm; KS2: 5:30-7pm)

TBD (Usually last Saturday of the month) - Football Tournament

April 2022

Friday 1st of April - Cake and Book Sale Y5

Friday 29th of April – Cake and Book Sale Y2

May 2022

Wednesday 18th May – PTA Meeting (Tickled Trout)

Friday 20th of May – Cake and Book Sale Y1

June 2022

Friday 17th of June – Non Uniform Day for chocolates and bottles

Saturday 18th of June – Summer Fair (11-3pm)

July 2022

Friday 8th July – Cake and Book Sale YR

Friday 15th July - YR6 Leavers Disco & BBQ (6-8pm)

TBD - Welcome Event for 2022/2023 Reception Starters

Friends' Association of Lady J - DIARY DATES FOR 2022/2023

BELOW DATES TO BE CONFIRMED:

September

Wednesday 28th September – Friends' Association AGM

November 2022

Friday 4th November – Fireworks Extravaganza

Send letter for Christmas Hamper donations

TBD – Return “Make a Card”

TBD – Non Uniform Day for chocolates/bottles for Christmas Fair

December 2022

Saturday 3rd of December – Christmas Fair (11-2pm)

TBD – Cake and book sale Y5

TBD – Pick a Present

TBD - Elves Visit or alternative TBD

January 2023

TBD – Kids Disco (KS1: 5-6:30pm; KS2: 7-8:30pm)

TBD – Cake and Book Sale Y6

February 2023

TBD – Murder Mystery

March 2023

TBD – Cake and Book Sale Y3

TBD (Usually last Saturday of the month) - Football Tournament

April 2023

TBD – Cake and Book Sale Y2

May 2023

TBD – Cake and Book Sale Y1

June 2023

TBD – Non Uniform Day for chocs and bottles (Summer Fair Tombola)

CONFIRMED Friday 16th June – Summer Fair with Circus (3-8pm)

July 2023

TBD – Cake and Book Sale YR

TBD - YR6 Leavers Disco & BBQ (6-8pm)