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# Friends' Association of Lady Joanna Meeting Minutes

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**Date:** 16 September 2021

**Attendees:** Richard Pomfrett (RP), Stella Llong (SL), Teodora Smith (TS), Amanda MacLean (AM), Hannah Muskett (HM)

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## Agenda details & decisions:

### I. Happy's Circus

#### a. Update on progress (Stella):

- Just over 300 tickets sold to date. To be opened out for wider sale.
- The following stalls have been agreed:
  - Yr 1 Hedgehogs: Pig Racing
  - Yr 1 Foxes: Sweetie Cones
  - Yr 2: Human Fruit Machine
  - Yr 3: Pick a Straw
  - Yr 4: Drinks & Hotdogs
  - Yr 5: TBC
  - Yr 6: Chocolate Tombola. Non-Uniform Day for a chocolate - 15/10 with circus theme.
- Mr Pomfrett to ask for staff support for events.
- Generator for lights (330GBP incl transport). No parking in staff car park on circus day.
- Need to manage car parking on the day. RP suggested Richard Sindon, the local PCSO. Cones to be put out day before to ensure a wide enough turning circle for circus vehicles.
- Circus requirements - socket and water

#### b. Donated ticket process to be confirmed (Richard)

- Will be managed by school

## **II. Budget**

### **a. Current budget update (Teodora)**

- Currently no access to the accounts as bank still processing transfer - estimated 12th Oct. Understood to be circa 13kGBP available in the account.

### **b. Confirmation from Lady J on items to be allocated to budget and next steps (Richard)**

- The school would ideally like the following funded by The Friends' Association:
  - Team Points Revamp Project: PE Leads are looking to rebrand the school houses. Tokens will be given for team points (generally related to behaviours around the school - students approach and attitude). For this project 1000 tokens per house are needed (350GBP) as well as token containers (400GBP)
  - Play Equipment: 1300-2000GBP required
  - Wellbeing - Nurture Groups Room & Sensory Area: room revamp to support this group and pastoral care for children and parents as required. Sensory space to be created where children can have 1:1 catch up space and where quiet group work can be done. 6000GBP - 8000GBP required to cover:
    - resources (tech, refurbish etc) - circa 2000GBP
    - astroturf / ground works - circa 2000GBP
    - lighting, sensory items, toys - circa 2000GBP
- DECISION: Agreed to funding. Also agreed that the school could go ahead with the spend and Friends' will reimburse once access to account setup.
- DECISION: Approved 650GBP spend for Christmas Elves visit (1.50GBP per child - includes visit and book gift).

## **III. Events Planner 2021/2022 (Attachment 1)**

### **a. Review items attached and confirm planner for 2021/2022 (All)**

- Discussed all events and updated dates as required. The following events were discussed in more detail:
  - International Event - need to confirm whether this will go ahead
  - Disco - agreed to try change in format. Early slot (5-6:30pm) for younger years and later (7-8:30pm) for older years. Ticket price to go up to 2GBP. Waiting for additional DJ quote as plan to try a new DJ this year.
  - Addition of Murder Mystery evening to the calendar. circa 15GBP per ticket and encourage table bookings. Potential capacity for 10 tables of 6 persons

- RP discussed Ashford wide football tournament hosted by Lady J and asked if the Friends Association would support this. 12 teams, orgnaside by school. Friends to have food stall/s.
- Attachment 1 updated below with new dates
- DECISION: Agreed to support Football Tournament

#### **IV. Tombola/Raffle Prizes (Attachment 2)**

- a. Review attached list of potential companies to approach for prize donations (All
  - )List reviewed and additional names added
- b. Approach parents via Class Reps and Newsletter for donations

| <b>ACTIONS</b> |                                                                                                                                              |              |                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------|
| <b>#</b>       | <b>Action Item</b>                                                                                                                           | <b>Owner</b> | <b>Due Date</b>    |
| A001           | RP to ask for staff support for circus it would be ideal to have 2 people on the gate, 2 at the Big Top for each show time. Mr P on Car Park | RP           | next staff meeting |
| A002           | Remind Mr Pomfrett to let staff know that no parking in staff car park on circus day                                                         | SL           | 19/10/21           |
| A003           | Follow up with Richard Sindon (local PCSP) re support with parking for when Circus arrives and during the events                             | SL           | 30/09/21           |
| A004           | Liaise with Bob re water and socket for Circus                                                                                               | SL           | 30/09/21           |
| A005           | Letter for Christmas Hamper to be drafted with themes agreed for each class                                                                  | AM, TS, SL   | 01/11/21           |
| A006           | Apply for bar license for Christmas fair                                                                                                     | AM           | 01/11/21           |
| A007           | RP to confirm whether the International Event will go ahead.                                                                                 | RP           | 01/11/21           |
| A008           | SL to follow up with Bob regarding Football Tournament and Friends' involvement                                                              | SL           | 01/11/21           |
| A009           | RP to confirm date of Football Tournament with organisers                                                                                    | RP           | 01/11/21           |
| A010           | Need to agree approach to reaching out to school parents for raffle prize donations                                                          | SL/TS/AM     | 30/09/21           |
| A011           | Include list of events in school newsletter and update on website                                                                            | SL/TS/AM     | 30/09/21           |

## **Attachment 1**

### **Events Planner 2021/2022 Friend's Association of Lady Joanna**

#### **October 2021**

Friday 1<sup>st</sup> of October – Give out “Make a Card” to be completed at home

Friday 15<sup>th</sup> of October - Cake and Book Sale Y6

Friday 15<sup>th</sup> of October - Non-Uniform day with optional Circus theme (bring a chocolate)

Wednesday 20<sup>th</sup> of October – Happy's Circus

#### **November 2021**

Send letter for Christmas Hamper donations

Tuesday 2<sup>nd</sup> of November – Return “Make a Card”

Friday 19<sup>th</sup> of November – Non Uniform Day for chocolates/bottles for Christmas Fair

Saturday 27<sup>th</sup> of November – Christmas Fair

#### **December 2021**

Friday 10<sup>th</sup> of December – Cake and book sale Y5

Monday 13<sup>th</sup> of December – Pick a Present

Thursday 16<sup>th</sup> of December - Elves Visit

#### **January 2022**

Friday 14<sup>th</sup> of January – Kids Disco

Friday 28<sup>th</sup> of January – Cake and Book Sale Y4

#### **February 2022**

*TBD - International Evening*

4<sup>th</sup> of February – Murder Mystery

#### **March 2022**

Friday 25<sup>th</sup> of March – Cake and Book Sale Y3

#### **April 2022**

Friday 29<sup>th</sup> of April – Cake and Book Sale Y2

*TBD Saturday - Football Tournament*

#### **May 2022**

Friday 20<sup>th</sup> of May – Cake and Book Sale Y1

#### **June 2022**

Friday 17<sup>th</sup> of June – Non Uniform Day for chocolates and bottles

Saturday 18<sup>th</sup> of June – Summer Fair

**July 2022**Friday 8<sup>th</sup> July – Cake and Book Sale YRFriday 15<sup>th</sup> July - YR6 Leavers Disco & BBQ**Attachment 2****List of companies to approach for prize donations**

|                     |                            |
|---------------------|----------------------------|
| Wife of Bath        | Drusillas                  |
| Kings Head          | Knockhatch Adventure Park  |
| New Flying Horse    | Old MacDonalds Farm        |
| Tickled Trout       | Rare Breeds Centre         |
| Wye Butcher         | Reindeer Centre            |
| Wye Coffee Shop     | Shrek Experience           |
| Wye Farmer's Market | Go Ape                     |
| Etienne Pradier     | Curious Brewery Tour       |
| Doddington House    | Shepherd Neame Tour        |
| Leeds Castle        | Woodchurch Vineyard Tour   |
| Granary Spa         | Canterbury Tales           |
| Gusbourne Vineyard  | Kent Cookery School        |
| Hollywood Bowling   | Secret Garden              |
| Gulbenkian          | The Bench Wine & Tapas Bar |
| Flipout Ashford     |                            |
| Oshens Hairdresser  |                            |

|                                 |  |
|---------------------------------|--|
| Everest Inn                     |  |
| Howletts/Port Lympne            |  |
| Kent County Cricket             |  |
| Perry Court                     |  |
| Harrington's Beauty             |  |
| Chatham Historic Dockyard       |  |
| Chessington World of Adventures |  |
| Lego Land                       |  |
| Diggerland                      |  |