



Friends of Newby and Scalby Primary School

Minutes of the Meeting held on Wednesday 5th June 2019

Present: Karen Noble (Trustee), Cath Robinson (Trustee), Helen Roe, Jen Gosling (Trustee), Vicky Streets (Minutes), Penny Claybrook and Laura Oxley.

1. Apologies

Ben Nolan, Jessie Stanforth-Bull, Vic Pickles, Gemma Flood.

2. Matters arising from last Meeting

Gemma has ordered the USB's for Year 6's leaving present.

The group discussed the idea of giving Year 6 hoodies with their name (first name or initials) for this year 6 pupils but it was decided it was too late to look into but definitely something to be done ready for next year as everyone liked the idea.

The group also said the Annual craft completion idea could be discussed in more detail and be something for next year's calendar.

DBS for Friends Trustees – Claire Ferguson emailed Chris regarding DBS checks for Friends and Helen would find out more information regarding this.

3. Treasurers Report

The balance as at 4th February 2019 was £2,129.93. Vicky will email Eugene to see if there is an up to date balance.

Friends of Newby and Scalby School 01/09/2018 - 04/02/2019	
Nature	Sum of Income/ (Expense)
Xmas Fair	1342.42
Uniform Shop Takings	1006.00
Beetle Drive	152.80
Scarborough Borough Council	500.00
NYCC (School)	-7530.00
Uniform Shop Stock	-1262.82
Summer Fair	-159.52
Easter	-60.12
PTA UK Subs	-117.00
	-6128.24
Matwest Account Summary 87681889	
Opening Bank Balance September 2018	8258.17
Total Income	3001.22
Total Expenditure	-3129.46
Balance @ 04/02/2019	2129.93

Page 3

4. Forthcoming Events

The group discussed the following events.

- New Starters** – Wed 19th June and Thurs 27th June 10 am – 12pm
 Ben /Cath to do Wed 19th and Cath and maybe Karen or Jessie for Thursday 27th
 Karen has updated the form for handing out on the day.
- Summer Fair 12th July 2019 2.30pm-4.30pm** – (Prep 9am – 12pm approx)
 The group discussed the Summer Fair Challenge which would be on 2nd July and be a non uniform day – it was agreed that something should be put in newsletter as least 2weeks before for people to bring in tombola prizes. Helen will ask for it to go on Newsletter from 14th June to give people plenty of time.
 The Group asked if the posters to advertise the Summer Fair could be put up around school a couple of weeks before so Helen will take this back to the Management Team.
 On Tues 2nd July Vicky and Cath or Karen will help put the prizes under the stage at 9am.
 Laura and Jessie have offered to do glitter tattoos and helpers are needed for the following stalls – Raffle, Tombola, Teas/Coffee/Lucky dip (Vicky), Bottle Tombola, Cake Stall (need allergy notice), 2nd Hand Uniform shop (Penny), Pocket Money Stall, Friends recruitment drive, wet sponge the teacher?
Helpers are – morning - Penny, Karen, Ben, Vic Pickles free day, Cath and Sarah.
 Ben said if you've got 5 people it takes all morning to set up but the more you have it takes less time.
2.30pm onwards - Vicky, Laura (maybe morning too), Sally, Jessie, Dave? Kelvin?
 Public liability insurance not received from Paul yet and Icecream van so Karen will contact her and look into this.
 12 floats are needed and Gemma will arrange these.
 Helen gave the group a reminder that there were no mobile phones to be used on the date due to safeguarding issues.

Karen created the form for volunteers to go on the back of newsletter for people to fill in the times to see who would be able to help with what on the day to get more

helpers involved and will send this in to school. Karen will pop something on the WhatsApp group asking for helpers too.

Cath handed out the sheet with all of the companies on to contact for raffle prizes for the Fair which Karen, Cath and Vicky would be contacting.

Information carried forward from previous minutes for information-

Karen has started booking external stalls for the event and booked Angies Icecreams (cornets rather than tubs), Marvin is doing popcorn/candyfloss, Sandra doing tattoos, a parent said she would do glitter tattoos, Gemma booked bouncy castle booked (need to check public liability and risk assessment -paper work late last year), nappy lady to ask, stool maker guy to ask? Year 6 to have stall. The Group agreed that everyone will be given a list each to contact different companies to ask for raffle prizes.

- **Summer Disco's – Weds 3rd July**

EYFS/Yr1 - 5pm – 6pm – Jen and Karen helping with juice and crisps

Yr 2 / Yr 3 - 6.15pm – 7.15pm – Cath and Sally helping

Yr 4 / Yr 5 - 7.30pm – 8.30pm – Cath and Vicky helping

Karen will check juice and crisps to see how many we need. Vicky will buy 400 bags of crisps and some more pom bears crisps for gluten free needs for the school discos and Karen will organise the juice.

6. Request for spends

No requests for spends.

7. Any Other Business

If photocopying, friends have a code, ask Karen for this.

Penny raised she was concerned the invoices hadn't been paid going back to February a total of £332.60.

Jen wants to step down as Trustee but will wait till the end of this term to see if we can replace as the group has to have a minimum of three trustees or one Chair person.

8. Date and time of next meeting

Next Meeting Wednesday TBC at 6pm but a more informal social get together to be arranged before the end of the month.

Updated after the meeting : Meeting arranged at the Rosette on 27th June for an informal discussion of events and who's doing what.

Signed by Trustee : Karen