



The Friends of Cannon Lane Primary School

Committee Meeting

Thursday 2nd February 2017, 7.30PM

Upstairs Meeting Room

MINUTES

IN ATTENDANCE	
Mr. A. Phillips	AP
Mrs. N. Brown	NB
Mira Lad (Acting Chair)	ML
Maria Sanchez (Treasurer)	MS
Gurpal Kalsi (Secretary)	GK
Tarique Reza (Trustee)	TR
Bhavini Vyas (Summer Fayre)	BV
Malvi Patel	MP
Shonal Patel (Christmas Fayre)	SP

Philippa Ralph (Disco)	PR
Bianca McDade (Cake sale)	BM
Krish Kotecha (Trustee)	KK
Alpa Parmar	ALP
Ami Rajat	AR
Aman Jhooti	AJ
Manisha Mehta	MM
Rajat Khanna	RK

APOLOGIES	
Jon Baldwin	JB
Dhanya Dhiraj	DD

Lynne Fearn	LF
Dhiraj Ramaprasad	DR

Sharon Ladva	SL
Jean Ryba	JR

Nigel Riberio	NR
Sarah Galbraith	SG

Agenda Item	Discussion Points	Actions
1.	ML was seconded by numerous members to be acting head of the committee until the next AGM. AP noted that Gawain had done a good job as Chair.	
1.1	Apologies for Absence Apologies were received as noted above.	
2	Minutes from previous meeting	
2.1	Minutes of last meeting agreed as accurate with exception of the last two points require labelling as 7.4 and 7.5. Minutes otherwise complete.	GK
3	Matters Arising	
3.1	BV will be stepping away from danceathon idea due to time commitments.	Closed
3.2	Invitation to parents to submit Friends related articles for inclusion in future new letters.	Closed
3.3	Friends website to be updated to provide consistent message with newsletter and other communications. Agreed to be ongoing.	Closed
3.4	Theme for mufti day was confirmed as red and green.	Closed
3.5	GC confirmed father in law was to perform as Santa.	Closed
3.6	Current poles for banners to be scrapped if alternative signage can be sourced in advance of the fair. Pop up banners to be considered. Alternative signage still to be sourced. To be	ML

	actioned for the Summer Fair.	
3.7	ML and GC prepared sponsorship packages to approach local companies. Agreed as ongoing.	Closed
3.8	Opportunities to promote match funding sought. Agreed as ongoing	Closed
3.9	SG still looking at feasibility of firework night.	SG
3.10	Summary of events in the next term to be published by Friends. Remains open	ML
3.11	Calendar of meeting dates for coming year to be shared with the Committee for approval prior to publishing.	ML
3.12	ML requested support from parents whose places of employment could provide educational linkages with school. Has been given AP to distribute to school.	Closed
3.13	Navratri suggestion still open. Volunteers needed to develop this project.	ALL
3.14	Meeting of Tuesday 10 th January 2017 was postponed as Committee Chair (Gawain Cox) stepped down. New meeting date was set for February 2 nd 2017.	NOTE
4	Committee Reports	
4.1	Xmas card project (ML). The first supplier engaged, APFS, caused issues with undelivered cards. Their online payment system failed by 31-Oct. After the failure ML switched to Cauliflower cards with more success. ML suggested registering with Cauliflower cards in July this year so forms can be issued in September. This would allow cards to be returned before October half term. £261 was raised via Cauliflower, £87 via APFS.	
4.1.1	Aman (AJ) and Jenney Kalsi (JK) to contact Cauliflower cards in July.	JK/AJ
4.2	Christmas Fayre (SP). Request to agree the date earlier to facilitate planning this year. SP noted that 1 st week of December worked well this year. SP will be stepping down from organizing the next Christmas fair. Noted that feedback on the event was very positive, particularly the choir.	
4.3	Discos (PR). This year the disco was split into two events and with a new DJ. Volunteers and teachers preferred the split. There were some issues having the key stage 1 disco on the same day as the	

	Christmas production since this required the children changing three times in a day. The DJ (Stuart from Discoz.com) was highly recommended for the next event . Payment on the door was felt to work better than in advance and the payment desk was moved further in the corridor which help avoided congestion.	
4.3.1	Confirm whether JB is happy to continue. PR to continue with the next disco with help possibly from AJ.	PR, AJ
5	Treasurers Update: Full details in appendix. Fund raising highlights (net income); Cake sale income £812, Christmas Fair £5k, Disco £1.5k. Total for last academic year £16k. Suggestion by KK that informal limit of £5k left in the bank account at all times.	
5.1	Agreed that payment would be made for second set of iPads (£11k) leaving approx. 8k in the Friends bank account. MS to action.	MS
5.2	Due to the Friends income being over £25k an Assurance Report must be submitted. ML to advance this. Deadline April 17.	MS
6	Upcoming events	
6.1	Cake Sale (BM): Donations have been made by Wenzels and Mad for Cakes. BM investigating a tombola or raffle for the larger wenzels cakes. Issue raised regarding helpers needing a room for children to be looked after. AP suggested a class room could be used, but no firm plans were made.	BM
	MP to check if her husband can donate leftover cake to old people's home.	MP
6.2	Summer fair: 24 th June proposed, but AP thought this might clash with Ramadan. AP to come back with alternative dates.	AP/BV
6.2.1	Circus: Circus to be booked for two days in 2019; Friday / Saturday 28/29 th June. Last year one day was well over subscribed.	BV
6.3	Quiz night: 29 th May not a viable day; ML to check with LF for alternative dates which will most likely next academic year.	ML
7	Other matters	
7.1	Storage and Infrastructure: Container has now arrived, providing storage space for tables, future outdoor coverage and more.	
7.1.1	ML to revert with quotes for outdoor coverage.	ML

7.1.2	ML to come back with quotes on LED lighting and racking.	ML
7.1.3	AP to revert with quotes on trestle tables.	AP
7.2	Protocols Update	
7.2.1	The raffle now has protocols and procedures. ML to document so they are available for futures events such as the Christmas and Summer Fairs.	ML
7.2.2	KK conveyed requirement that controls and polices are in place and documented. Recommended a meeting with KK/MS/School Bursar to oversee and formally agree (ML to arrange meeting). AP recommended that money from events was counted on site, locked away at the school overnight if required then paid into the bank.	KK + MS + AP +ML
7.3	Fundraising: AP suggested next target could be to update the computer suite. Current computers are around seven years old.	
7.3.1	Suggestion raised to allocate £500 to School Council which the children would decide how to spend. MS to transfer money to school. AP to keep as separate line item in School budget.	MS
8	AOB	
8.1	KK noted that Reg had asked to step down as Trustee. ML to put request for new Trustee in the next newsletter. KK to provide paragraph on what the role entails.	ML KK
8.2	ML requested that the group continues the payment of £24.99 per year to keep the friends@cannonlane domain which allows Committee members to use a non-personal email for committee work.	
8.3	Classlist now has an app which will be promoted in the next newsletter. Will eventually be the new channel of communication with parents and eventually with ticketing and admin.	
8.4	Date of next meeting 20 April 2017 agreed.	

Meeting Closed at 21:00

Minutes to be uploaded to School Website.

Minutes Author

Gurpal Kalsi

**Cannon Lane Primary School
Events October 2016 - February 2017**

	£ Total Income	£ Total Expenditure	£ Net Income
October Cake Sale	838.55	(26.05)	812.50
Christmas Fair 2016	7970.79	(2626.65)	5344.14
December 2016 Disco	1370.59	(598.11)	772.48
January 2017 Disco	1381.97	(644.44)	737.53
Card Project Cauliflower Cards only	1353.5	(1099.5)	254
			<hr/> £7,920.65 <hr/>