

# Friends of Cranford Park



Cranford Park  
C of E Primary School  
Cranford Park Drive  
Yateley  
Hampshire  
GU46 6LB

Website: [www.cranfordpark.hants.sch.uk](http://www.cranfordpark.hants.sch.uk)

## Minutes of AGM weds 7<sup>th</sup> Oct 2015

### Agenda

1. Welcome
2. Apologies
3. Minutes of previous AGM
4. Chairs report
5. Treasurers report
6. Election of new Executive Committee
7. Autumn term events
8. AOB
9. Date of next meeting
10. ACTIONS

1	Welcome from Alex the chair thanked everyone for sparing the time to attend.
2	Apologies from Debbie Seaborne (current secretary) for non attendance
3	Minutes from previous AGM not currently available
4	<b>CHAIRS REPORT</b> Meeting a perfunctionary meeting to go over last years financials and elect new executive committee, consisting of Chair, Vice Chair, Treasurer & Secretary. Good year last year, lots of volunteers which is very helpful, work parties did well to ensure gifts are wrapped, tuck is bagged etc. Current Chair to step down.
5	<b>TREASURERS REPORT</b> Nicola talked through last years financials, what the PTA spent their money on and how much we have in the bank account (approx. £3,000). Therefore there is money in the account for any requisitions put forward by the school. Mr Collins spoke about the need for new lap tops and new playground equipment. This will be discussed fully at the next few meetings.
6	<b>NEW EXECUTIVE COMMITTEE TO BE ELECTED</b> Alex repeats that she is to stand down from position of Chair and asks who would like to put themselves

	<p>forward for the role.</p> <p>Helen Buck stands for chair - it was seconded by Alex Mitchell</p> <p>Nicola Guttridge stands for Treasurer – It was seconded by Vicki Whitney</p> <p>Alex Mitchell stands for Secretary – It was seconded by Nicola Guttridge</p> <p>Fee Taylor stands for Vice Chair – It was seconded by Alex Mitchell</p> <p>New Executive Committee has been selected</p>
7	<p><b>AUTUMN TERM EVENTS –</b></p> <p>Nicola Guttridge goes through event dates for the Helen Buck for the Autumn Term</p> <p>Tues 13<sup>th</sup> - Breakfast Morning. Volunteers needed for traying up bacon and sausages on Monday afternoon</p> <p>Alex Mitchell &amp; Vicki Whitney volunteered. Volunteers needed for helping out serving from the kitchen on Tuesday morning, Jude, Nicola, Fee &amp; Jo volunteered. Lisa O’Reilly volunteered to be in school between 07.30 – 08.15. CP cook has agreed to cook for us.</p> <p>Nicola Guttrigde to source and collect food. NG already made poster</p> <p>WEDS 14<sup>th</sup> – Open Morning. Mr Collins asked if anyone available to help out serve teas and coffees and talk to guests. Volunteers Helen Buck, Fee Taylor &amp; Jude. Les to put urn on in the kitchen earlier in the morning, Mr Collins &amp; other faculty to bring mugs, tea bags, coffee &amp; sugar out of PTA container</p> <p>WED 14<sup>th</sup> Oct – PTA meeting at 15.05. Alex to make poster for A-Frames.</p> <p>BEFORE HALF TERM HOLIDAY – Christmas card design paperwork to be sent home</p> <ul style="list-style-type: none"> <li>- Santa letter to be sent home</li> <li>- Bags to school bags to go home</li> </ul> <p>23<sup>rd</sup> October - Mufti day</p> <p>4<sup>th</sup> November – PTA meeting at 15.05</p> <p>6<sup>th</sup> November – PTA work party – either in the hall or Year 5 classroom. Mr Collins to make tea</p> <ul style="list-style-type: none"> <li>- Christmas card deadline</li> <li>- Santa letter deadline – Vicki Whitney volunteered to type up and print the letters, Lisa O’Reilly to double check letters.</li> </ul> <p>11<sup>th</sup> November – bags to school</p> <p>27<sup>th</sup> November – Christmas tree to be delivered. NG has sorted</p> <p>1<sup>st</sup> December – Cranford Park Christmas Fair</p> <p>8<sup>th</sup> / 9<sup>th</sup> Dec - Infants Christmas performance</p> <p>11<sup>th</sup> December – Secret Santa</p> <p>14<sup>th</sup> December – Junior performance</p> <p>15<sup>th</sup> December – Disco – need to book DJ (ask Debbie Alcorn who we had last year and costs etc). Bag up tuck, get volunteers for both infants and juniors disco to supervise, take money, sell tuck, do tattoo’s, serve drinks etc.</p> <p>18<sup>th</sup> December – Children’s raffle?? TBC &amp; Half day mufti</p>
8	<p><b>A.O.B.</b></p> <p>Vicki Whitney spoke of a ‘100 club’. Where each parent or faculty member has the opportunity to pay £12 per annum and put their name in to the draw. One name is drawn each month, and they win a monetary prize. Nicola said we may need a gambling license?</p> <p>Mr Collins said that we WILL need to purchase new BBQ’s this year!</p> <p>Fee Taylor proposed that we do less events, but make them bigger and better. So that we still raise a similar amount of funds, but are asking for money less often. TO BE DISCUSSED at next meeting – Alex to draft a letter asking parents for ideas of what we can do at Fairs etc.</p>

	<p>Mr Collins to set up NEW executive committee email.</p> <p>Alex to draft letter for volunteers email addresses and liaise with Tracy Hills regarding setting up a parent mail account for volunteers.</p>
9	<p><b>DATE OF NEXT MEETING</b></p> <p>Weds 14<sup>th</sup> October 2015 at 15.05</p>
10	<p><b>ACTIONS</b></p> <p><u>OCTOBER</u></p> <p>Breakfast morning - AM &amp; VW to tray up on Monday afternoon</p> <ul style="list-style-type: none"> <li>- CP cook to be in kitchen early to cook sausages and bacon</li> <li>- Jude, NG, FT &amp; Jo to be in to help in the morning</li> <li>- helpers to be asked to help tidy up on the morning</li> <li>- NG to source food</li> </ul> <p>14<sup>th</sup> Open Morning – Les to put urn on</p> <ul style="list-style-type: none"> <li>- Faculty to get tea bags, coffee, sugar &amp; mugs out of PTA store</li> <li>- Jude, HB &amp; FT to serve teas &amp; coffees.</li> </ul> <p>14<sup>th</sup> PTA meeting – Alex to make posters for A-frames</p> <ul style="list-style-type: none"> <li>- HB to chair meeting (need to sort volunteers for work party on 6<sup>th</sup> Nov)</li> </ul> <p>W/C mon 19<sup>th</sup> – NG to prepare Santa Letter and Christmas cards letter.</p> <ul style="list-style-type: none"> <li>- Bags to school to go out</li> </ul> <p>23<sup>rd</sup> Mufti – Alex to make poster</p> <p><u>NOVEMBER</u></p> <p>4<sup>th</sup> PTA meeting – Alex to make posters for A-frames</p> <ul style="list-style-type: none"> <li>- Reminder letter or text to go out to parents regarding Christmas cards &amp; Santa letter</li> </ul> <p>6<sup>th</sup> work party – HB to organise what needs to be done – tuck, wrapping etc.</p> <p><u>DECEMBER</u></p> <p>1<sup>st</sup> Cranford Park Christmas Fair – HB to organise</p> <p>8<sup>th</sup>, 9<sup>th</sup> Infants Christmas performance – Sort volunteers for recording dvd &amp; burning dvd.</p> <ul style="list-style-type: none"> <li>- Letter to go out for orders</li> </ul> <p>11<sup>th</sup> Secret Santa – need volunteer to buy all the gifts</p> <p>14<sup>th</sup> Juniors Christmas performance – NG to source oranges. Sort volunteers for recording dvd &amp; burning dvd.</p> <p>15<sup>th</sup> Disco – book DJ</p> <ul style="list-style-type: none"> <li>- send out letter to get volunteers</li> <li>- bag up tuck</li> </ul> <p>18<sup>th</sup> confirm children’s raffle</p> <ul style="list-style-type: none"> <li>- Mufti half day – Alex to make poster</li> </ul>

Chair signature of approval :

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