

Minutes

MCS Friends Meeting

Wednesday 17th September 2024 – Punch House, Monmouth

Present

Harriet Jones (Chair), Mark Rampton-Carter (Treasurer) Leanne Wakerley (Secretary), Sally Chilton, Becky Stoddard, Abbe Opher, Ruth Brown, Noni North, Mr Hampshire

Apologies

Su Madurasinghe, Tess Deighton, Emily Ryder

Welcome - Harriet welcomed Friends to the meeting thanked everyone for attending.

Friends started the meeting by taking some time to remember our friend and colleague Melissa kit.

Sign off previous minutes – Minutes of meeting 19th June 2024 – approved with no matters arising

Treasurer's Report

- The Treasurer took the Friends through the latest accounts (see appendix 1).
 - Current balance as at 17/9/24 **£13,152 plus (£110 in petty cash)**
 - Funds raised by PEA using Friends Sum up Machine £703.26
 - **Allocated funds** **Total 9635.58**
 - Summer Learning £5,000
 - Staff Requests 2023/24 £500
 - Approved requests Summer 2024 £3,300.58
 - Approved but deferred requests summer 2024 £535
 - **Available funds** **£2923.56**
- Mark to contact school finance to confirm process for transferring funds to PEA department. PEA were able to split out income from raffle tickets and refreshments which would be useful for us. **Emily** to explore how we do this – Mrs Hamblin may be able to help.
- Mr Hampshire provided an updated staffing request sheet showing the status of each purchase and handed over invoices for outstanding staff request items for 2023/24 – **Mark** to arrange payment.
- **Mr Hampshire** has confirmed that the contribution required for Summer Learning will be between £4,000 and £4,500. **Mr Hampshire** to provide a breakdown of costs for each year group with the final invoice.
- Online banking – Harriet and Emily set up as signatories. **Mark/Harriet** to set up Leanne as well.
- Donations on Parent pay – as per our last meeting Leanne and Mark have been exploring the possibility of making a mechanism available on parent pay for parents to make donations, identify the area of the school they would like their donation to support and authorise gift aid if they wish. **Mr Hampshire** has taken a letter and draft copy to Mr Hutchison for approval. **Mark** to look at mechanism for authorising Gift aid.

Summer Raffle

The summer raffle was successful raising circa £1600 after costs. The concept of offering vouchers donated by local businesses, as well as an Ipad generated extra interest and worked really well. Friends agreed that we should use this concept again, but only once a year in the summer. Friends agreed to contact donators and thank them again for donating, ask them if they have had any feedback. **Abbe** to contact Monmouth Canoe, **Leanne** to contact Monmouth show and Hari Fell. **Leanne** to ask if Su can contact The Pig and Apple

Funding Plans

Summer 2024 staff Requests Round

Mr Hampshire updated Friends on discussions in school regarding some of the items in the recent Staffing Requests round. School are looking at the most efficient way of purchasing some of the IT requests – cables, headsets, Ipads for PE etc. The school have successfully applied for funding from the Town Council for 2 imacs for music tech.

Priorities for 2024/25 Academic Year

Mr Hampshire confirmed that the School would like us to continue supporting Summer Learning week for this academic year, allowing the school to continue to offer the types of experiences that it has for the last few years. Friends agreed to ‘ring-fence’ funds raised for this. Friends agreed to look at the possibility of running another staff requests round later in the year.

Fundraising Activities

Autumn Term event – date agreed Friday 11th October

Friends agreed to run a quiz night without catering.

Refreshments – wine, beer, soft drinks, water, crisps, nuts, popcorn, sweets and Chocolate.

Atmosphere - Friends agreed that it would be good to have some students play music between rounds and as people arrive.

Timing

Arrive from 6.30

Quiz starts at 7.00

Quiz finishes around 9.00

Every out of school by 9.30/9.45

Ticket price - £5 per adult, £4 per child to include a free drink (we will need raffle tickets for guests to claim their free drink (**Leanne**))

Action	Responsibility	Notes
Quiz rounds	Abbe, Becky, Noni	Picture round on the table as people arrive 2 rounds Break - picture round 2 more rounds Possibly use Friends film for one round
Compares	Noni	Noni to approach PEA department

Musicians	Noni	Noni to approach PEA department
Explore use of projector and Screen to show Friends film	Leanne	Email Claire Whittacker
Liaise with school on logistics including use of the food tech room for washing glasses	Leanne	Email Claire Whittacker
Temporary Event license	Leanne	Apply via MCC website £21
Wifi code for sum up machine	Emily	Liaise with Issac at school
Production of Flyer	Sarah Pilkington/ Abbe to contact her	
Prizes wine and chocolates	Sally	
Raffle	Sally	Friends to donate prizes
Stock – not much in stock currently will need to purchase wine, beer, soft drinks, crisps, sweets, popcorn , chocolate	Need a volunteer for this	NB. Majestic do sale or return on complete 6 bottle cases
Volunteers – need to put poll on what's App to ask for volunteers to set up, run event and clear up.	Need a volunteer for this.	
Nominate someone to take pictures of the event	Need volunteer for this	Becky suggested that perhaps Rich Stoddard would.

Running Events

- **Glasses – Mr Hampshire** agreed to store the glasses in school (3 boxes in total, 2 for glasses and another similar size box to hold other Friends equipment). **Leanne** to purchase another plastic box, collect all items and arrange to bring them all into school
- **Event Planning Checklist - Leanne** in process of creating this.
- Noni informed Friends that she had sold the cider nearing its sell by date for £5.
- Friends to look at getting plastic boxes to store stock and establish what stock we can store at school. **Leanne**

Second Hand Uniform

Sally informed friends that despite a productive meeting with Yvonne in the Summer term more difficulties have arisen with the sale of second hand uniform through Bridges. Friends agreed to look at an alternative partner. Friends agreed to hold off supplying anymore uniform to the Bridges store. Friends also established that we have not received a payment from Bridges since March 2024 despite the summer sale of uniform that Sally and Tess supported. Friends also discussed the idea that Ceri Jones had put forward of trying to establish a uniform hub in the town for all schools. Andy North has had some discussions about this and Friends agreed to try to progress this alongside finding a new partner in the meantime.

- **Noni** agreed to approach one of the charity shops in town.
- **Mark** agreed to write to Yvonne at Bridges and chase up payment.

Grant Funding

- Grant application for circa £20,000 has been submitted to the National Lottery by Ceri Jones.
- **Leanne** to set up a meeting with Ceri to look in particular at the staff request items that we were not able to fund in the last round.

Easy Fundraising

Nothing to report. Leanne suggested that Friends look for someone to take this on as a standalone project next year to allow for some focus on it.

Communications

- **Web pages** – copy approved **Leanne** to liaise with Wendy Baker to get the Friends page updated and to clarify if we can get meeting minutes uploaded. We can then use it to direct people to who want information about what we do. Friends agreed it would be useful to have more pictures of Friends activities. Agreed to nominate someone to take photos at the next event (perhaps Rich Stoddard).
- **Film** – Friends are concerned that the film is not getting as much exposure as we had hoped. It is on the Friends web page but wasn't used at the transition events. Friends agreed to talk to school about using it at key school events. Friends also agreed to look at a way of sharing it on Facebook groups with a link to the school website. Friends also agreed to look at showing it at the Quiz night and perhaps building a quiz round around it. **Leanne** to talk to school about having a projector and screen available for this.
- **Contact Lists** – Leanne informed Friends that currently we have 4 lists, Committee, Helper, Year 7 parents and Year 8 parents. School have told the new year 7 parents that they are automatically part of Friends and that means we have permission to use their contact details. Friends need to consider how this works in practice. **Leanne** is in the process of organising annual cleansing of contact lists with Wendy Baker.
- **Open Evening** – Friends have been invited to the Opening Evening on 26th September. Harriet and Ruth agreed to attend and they will ask if Denise can join them.

AGM – 1st October – Punch House Monmouth – 7.30

- Punch House have agreed to cordon off an area at the back of the pub for us to hold our AGM
- Friends agreed to promote the event as a short AGM meeting to elect officers and review previous year and then a social event. **Leanne** to organise communication through newsletter and helper list.

Meeting Dates

- **AGM – 1st October – 7.30pm, Punch House**
- **Event – 11th October**
- **Next meeting - Wednesday 13th November 7.30, Punch House**

Appendix 1

Treasurer's Report September 17th 2024

Bank Balance 17/09/24

£ 13,152.60

Outstanding Receipts in

Petty cash			£	110.00	
Easy fund raising	£245.08	13th Aug	£	-	inc above
Bridges	£270.00	1st March	£	-	inc above

Outstanding Payments out

Payment to PEA for using our sumup ?

09-Jul	£	173.03
10-Jul	£	231.04
11-Jul	£	137.17
12-Jul	£	162.22

£ 703.46 £ 13,262.60

Sub total

£ 12,559.14

Total Funds

Funds allocated but not yet spent

Staff request allocated not invoiced 23/24	£	800.00
Summer learning 2024	£	5,000.00
Staff request approved 24/25	£	3,300.58
Staff request approved but deferred 24/25	£	535.00

Total £ 9,635.58

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Total Available Funds

£ 2,923.56

Notes

Summer Raffle raised approx £1600

Online banking completed just need to add addition users to comple the dual authorisation process

Gift aid to be claimed on donations

Accounts to be filed and given to auditor

Just Giving Account to be discussed