

Meeting Minutes and Actions

Friends of Crossflatts Monthly Meeting and AGM

Meeting details: 18th October @ 9am

Attendees: Alex, Sarah, Mrs Sugden, Mrs Barker, Libby Molineaux, Zhaneta, Luke, Rachel Jones, Louise, Chris, Ann

Next Monthly Meeting: November 8th @ 9am The Willows

AGM Minutes

Treasurer overview and report:

- **Total:** Raised £12,319.24
- Last year we made more money than we spent which isn't always the case
- Main amount came from fundraising £8733
- Rose day is the significant majority
- Smarties made less than the year before
- £300 in sponsorship
- Asda Grant / Winter fund - criteria for the Friends ticks so we can get these grants
- As we are a charity we have a certain turnover that we need to reach so it is good for these grants to come to our accounts
- Mysterious - £134 appeared from the charity trust from March or May – unknown what this is.
- £2000 in the bank for when Katy confirms this years plans for the funds (£1000 buffer needed)

Expenditure

- Staff treats higher than we would usually spend but everyone wanted to say thank you for all the additional work the teachers had to do due to RACC over summer
- Not spent as much on the vending machine this year - Vending machine looks to be getting low - Mrs Barker to email Friends if more money needed - Look to emboss the book with a friends of cross stamp
- We raised money for the iPads
- Net profit of £1545.23 - we don't aim to make a profit we tend to donate / spend what we raise
- £40 in cash float with Chris

2024 AGM Treasurer report run through (Alex to share)

Mrs Barker to attend Friends meetings going forward

Friends of Crossflatts Roles

1) Treasurer:

- **Current Treasurer:** Chris Smith
- **Rachel Jones:** Nominated by Chris Smith
- **Luke seconds**
- **New Friends of Treasurer:** Rachel Jones

2) Trustee

- **Current Trustee:** Lucy Henesee (thank you for your support in this role!)
- **Libby Molineaux:** Nominated by Alex Ingham
- Agreed and seconded by Katy Sugden
- **Nominated and approved:** Libby Molineaux

3) Chair

- **Current Chair:** Alex
- **Sarah has offered to support**
- **New Co Chair role:** Alex Ingham and Sarah
- **All members agreed**

Discussions for next year for Co Chairs - Luke and Louise

Chairman's overview

- A really successful year and thank you to all our members for support and help with all our activities.
- Thanks to Katy for the connection with Friends of Crossflatts and link to school and support she provides
- Thanks to Mrs Barker for joining too
- Alex says how amazing the amount is that we raised £12,319.24 - incredible amount raised.
- We received a portion of our money through sponsorships and donations
- Try to look to get more match fundings from parents employees as Lloyds Bank have match funded this year
- Held the winter fair offsite - raised £1200 but we struggled with volunteers so looking like we will not to do it again this year
- Rose day was a huge success - a different look and feel due to RACC. We couldn't have the internal stalls or the inflatables on the grass.
- Trialled the online volunteering app which everyone thought was a success - Year Reps need to push this again next year
- Trialled Just giving for staff treats - £159
- Suggested that we need to look at a sponsorship / something sponsored

Katy - Mrs Bennet and Mrs Petrie wanted to thank Friends and all the work Friends are doing. To have a Friends that can function amazingly is a massive help

Friends of Crossflatts Monthly Meeting

Suggestion: Leaflet/ poster / video - To show the parents what we have done to raise money to buy iPads.

Need to take picture of bike tracks, successes of Friends of Crossflatts
These are the events we have done, this is what we have raised and this is what we have purchased for Crossflatts School

Feedback on event / competition posters - these might be too busy for neurodivergent parents and kids - kids or parents might struggle to read if it is not on a white background and too busy. Can we send two posters around?

Friends of Crossflatts Events:

1) Pumpkin competition:

- **Monday 4th Nov:** Libby to get prizes and bring in on Monday 4th November (3 prizes per year)
- **Tuesday 5th Nov:** kids to send pictures by this date
- **Wednesday 6th 9am:** Judging - Sarah and Louise to choose winners

2) Jingle Mingle

Friday 13th December after Christmas sparkle

Christmas Sparkle - between 1.30pm - 2.30pm
Jingle mingle starts at 2.30pm

Activities set up from 2pm:

- Christmas Stall - we have a box of things from last year
- Cafe (Tea and coffee, Non alcoholic mulled wine, Mince pie, Ginger bread)
- Phoenix Four – agreed that we would pay £125 for the band to play

Questions to be discussed at next meeting on Friday 8th November -

- Who is baking?
- Need to buy a big urn - Tea and coffee
- Katy to ask staff members to fill for the cafe
- Need slow cookers for non alcoholic mulled wine
- Volunteers to set up in the morning before Christmas Sparkle
- Poster needed - come for Christmas sparkle do a craft with your child from 1.30pm, followed by Jingle Mingle

Discussed - Santa - stories with Santa - lots of logistics and we wouldn't be able to do this well within an hour.

Christmas themed art decorations to be run by Mrs Barker - parents to buy artwork in frames at the Christmas sparkle and money to go to Friends of Crossflatts.

3) Santa's Shop

Event Date - Thursday 19th December

Wrapping volunteers

- Sarah, Alex and Ann

Volunteers at the event

- Libby, Rachael, Sarah, Louise

Agreed that we would charge £2.50

We need 600 presents (466 school) and labels and wrapping paper list

Actions:

- Susan to get a list together of what presents we already have by the 8th November
- Rachael to look at wholesale prices before next meeting on 8th November
- Alex has over 100 presents in her loft - over the next 4 weeks Alex will bring them to school. - Bubbles bath, embroidery gifts, socks, bath bombs

Notes to be discussed in future Friends of Crossflatts meetings:

- **Jingle Mingle** - To be discussed on November 8th
- Calendar to be discussed next year for 2026 - Mrs Markey would be the best contact for this - business to sponsor and be included in the Calendar - the dandy arthouse
- Need to do parents evening treats
- Someone needs to look at parentkind (insurance we have to pay to cover us but gives us money off raffles) to see how we can utilise this more
- New sign for the bike track "This was purchased by Friends of Crossflatts" needs to be discussed

Combined Actions from Friends of Crossflatts session:

- **Purchase:** Someone needs to buy the personal book embosser for the vending machines
- **Role change:** Chris to handover for treasurer with list of roles and responsibilities and Chris to add Louise to the banking buddies group and banking details
- **Section on the Crossflatts website** - Is Alison looking into updating this with content?
- **Video for class dojo** -
 - Chris to send figures and key info to Luke

- Luke to make graphics for figures including images for sponsors - End with saying "Thank you to the parents" - Katy suggested we could be clever with "Do you know what we have done over the years"? (Sarah to oversee this task)
- Katy to take photos of everything Friends of Crossflatts have paid for/bought.
- **Year reps:** Alex to reach out to reps to check they are still happy and to discuss - **IN PROGRESS**
- **Need to reach out to sponsors** - Alex to reach out to Alison to check if she is completing this task (Mrs Petrie to chase Little England)
- **Pumpkin competition:** Libby to get prizes for 4th November
- **Jingle Mingle:** Chris to purchase a coffee urn
- Katy to confirm what the next big fundraisers will be
- **Santa Shop:** Katy to find a date to clear the atrium and put a message on the whatsapp group for help in clearing
- **Santa Shop:** Alex to bring 100 presents from loft to school
- **Jingle Mingle:** Katy to get staff members for the jingle mingle cafe
- **Jingle Mingle:** Poster needed for Christmas Sparkle, Jingle Mingle - Can we also have a version with black text only on a white background for neurodivergent parents and kids
- **Santa Shop:** Sarah to get a list together of what presents we have by the 8th November
- **Santa Shop:** Rachael to look at wholesale prices for gifts before 8th November