

**Minutes of meeting**  
**Thursday 3<sup>rd</sup> May 2011 at 7pm held at Oasis Academy Coulsdon**

<b>Attendees:</b>	Kate Taylor, Claire Taylor (T), Dawn Lockyer, Simon Orr, Sam Smith, Sue Buckingham, Marion Jones, Jacky Vasili, Jackie Hann, Mark Pelling, Claire Taylor, Henrietta Westergaard-Belcher	
<b>Item number:</b>	<b>Item:</b>	<b>Action by:</b>
<b>1</b>	<b><u>Apologies for absence</u></b> Graham Day, Russell Taylor, Bob Lund, Tracy Jeal, Clare Howe, David Millar	
<b>2</b>	<b><u>Approval of Minutes of last meeting (7.4.2011)</u></b> The Minutes were approved as a true record.	
<b>3</b>	<p><b><u>Outstanding Action Points</u></b></p> <p><b>“Buyat” Scheme on website</b> – Marion will consult with David on our proposed use of this scheme.</p> <p><b>Waitrose</b> – As an A.O.B. item, Mark requested that the Friends consider purchasing a defibrillator for the Academy. Claire Taylor (T) suggested that this would be an ideal project to raise funds through the Waitrose scheme. This was agreed by the committee and Claire Taylor will arrange to submit the paperwork to Waitrose in Coulsdon.</p> <p><b>Halifax Account</b> – Simon advised the committee that this account has still not been closed with the associated transfer of the funds to the main account. He said that he was waiting for the old Treasurer, Lynn Elvin, to visit the nearest branch of Halifax in person. As Lynn works at the Academy, Marion agreed to chase her up on our behalf.</p> <p><b>External Funding</b> – Claire Taylor (T) has secured a matched funding deal with a Keston parent for our Village Fair Stall. Mandy Flynn who works for Barclays will be able to match our profit up to a maximum of £750. One of the stipulations is that she is allowed to give a finance talk to the students. Marion will speak with David regarding this.</p> <p><b>Year 11 Yearbook</b> – Mark has written to Rob Martin advising him that we will provide 50% funds up to a maximum of £1000 for the yearbook.</p>	<p><b>Marion</b></p> <p><b>Claire Taylor</b></p> <p><b>Marion</b></p> <p><b>Marion</b></p>

	<p><b>Lost Property:</b> Claire Taylor (T) reported that Bag2School were not interested in collecting the Academy's lost property, unless we have around 50 bags. As we only have two and it is not in a saleable condition, Claire Taylor will arrange to drop it off at a re-cycling outlet.</p> <p><b>Parent's Evening (12.5.2011)</b> – Dawn is liaising with Kelly regarding food supplies.</p>	
4	<p><b><u>Car Boot Sale</u></b></p> <p>Kate gave the meeting the following update:-</p> <p><b>Advertising:</b>  Approximately 100 posters are displayed around the local area; 2000 leaflets have been produced and distributed in Old Coulsdon to the local primary schools and clubs and societies; the event is featured on 7 websites; the Croydon Advertiser ran an "In brief" article last week and will be sending a reporter; an ad has been arranged for the Croydon Guardian at a cost of £50 plus vat.</p> <p><b>Volunteers for the event, starting at <u>7am</u>:</b>  Kate Taylor (gate)  Simon Orr (gate) until 9.30  Sam Smith (gate)  Claire Taylor (T) (car park and treasurer)  Claire Taylor (catering)  Russell Taylor (catering)  Dawn Lockyer (catering) until 11.30  Alison Fitzwalter (catering)  Jacky Vasili (car park) until 11.30  Jackie Hann (car park)  Clare Howe (car park)</p> <p><b>Access:</b>  The gate will be opened at 07.30 for sellers. After a discussion on admission time of pedestrians and the safest manner that we could allow them access whilst vehicles are moving, a compromise was reached and it was agreed that adults would be permitted entry via the pedestrian access at 8am with children allowed from 8.30. No vehicles though after 9am. Bob reported that Debbie would be on duty to open/shut gates. The vehicle entrance fee will be collected in the car park and a receipt issued. Kate will produce a safety brief and a car voucher receipt.</p> <p><b>Parking:</b>  55 bays will mean that 27 cars will fit into the car park with all vans being directed to park in the Willmott Dixon area. Jackie Hann agreed to manage the traffic direction in the car park.</p>	Kate

	<p><b>Catering:</b> Mark advised that Willmott Dixon could not allow access to their kitchen or toilet. Sue kindly agreed to let us use G20 with toilet facilities available in Total and the ground floor of the G block. We will prepare the food in G20 and erect a gazebo in the car park to serve. Jackie Hann has a gas cooking stove and will bring it with her.</p> <p><b>HV vests, megaphone, fire extinguisher, fire blanket, gazebo, Friends catering equipment:</b> Kate will speak to Bob to arrange for these to be left in G20.</p> <p><b>Money Bags:</b> Kate will look at sourcing a money belt for Claire Taylor (T).</p>	<p><b>Jackie Hann</b></p> <p><b>Kate/Bob</b></p> <p><b>Kate</b></p>
<b>5</b>	<p><b><u>Grand Sumer Raffle Update</u></b></p> <p>Claire Taylor (T) has produced a leaflet and the tickets will be on sale at the Car Boot Sale and Village Fair. She was unable to obtain a Man Utd football this year but will try again next year.</p>	
<b>6</b>	<p><b><u>Village Fair</u></b></p> <p>Kate reported that the stall had been booked and the doughnuts would be ordered in mid June. At present the volunteers for this events are:-</p> <p>09.00 Pick-up from store: person with large truck or two cars 11.30 – 12.30: Jacky Vasili, Jackie Hann 12.30 – 1.30: Claire Taylor, Sam Smith 1.30 – 2.30: Tracy Lavelle 2.30 – finish: Simon Orr</p> <p>Clare Howe, Graham – time to be verified. Kate and Claire Taylor (T) there for the duration. Marion will see if she can get a student team together too.</p> <p>Sue and Kate will speak regarding sourcing an MDF back-drop for the gazebo.</p> <p>Kate will send an email update around to the group clarifying details prior to the Fair.</p>	<p><b>Clare/Graham Marion</b></p> <p><b>Kate/Sue</b></p> <p><b>Kate</b></p>
<b>7</b>	<p><b><u>Christmas Fair Ice Rink</u></b></p> <p>Kate asked for a volunteer to find an ice skating contractor. Claire Taylor volunteered.</p>	<p><b>Claire Taylor</b></p>

8	<p><b><u>Support Your School Update</u></b></p> <p>Claire Taylor (T) updated the committee. We have received £100 for mobile phones so far. We are awaiting confirmation of cartridge amount. They had lost our box but have now found it and will be notifying us of the figure shortly.</p>	
9	<p><b><u>Refreshments</u></b></p> <p><b>10.5.2011</b> Year 8 Parent's Evening: Dawn &amp; Alison</p> <p><b>15.6.2011</b> BBQ 5 – 8pm: Sam, Kate, Jackie Hann, Jacky Vasili, Clare Howe to arrive at 4pm and help serve.</p> <p><b>29.6.2011</b> Sport's Fest 9 – 2.30: Henrietta, Tracy, Dawn, Sam (until 2)</p> <p><b>30.6.2011</b> New Parent's Evening time tbc: Henrietta, Dawn, Claire Taylor. Kate and Claire Taylor (T) will be there with their children but will be available to help.</p>	
10.	<p><b><u>A.O.B.</u></b></p> <p>Mark has received a funding proposal:-</p> <ol style="list-style-type: none"> <li>1. Defibrillator – see Waitrose item.</li> </ol> <p>Marion has received a number of funding requests from the P.E. department:-</p> <ol style="list-style-type: none"> <li>1. 400 medals for sports day @ £1.17 each. Sam suggested they consider a rosette instead.</li> <li>2. Tug o War rope @ £42.39. Simon said that they had one already. Marion to check.</li> <li>3. Discus @ £2.50 each: Claire Taylor recommended using the Tesco voucher scheme for this.</li> <li>4. Trophy Display Cabinet @ £500: Claire Taylor (T) suggested that we wait until the end of the academic year prior to agreeing to any large funding requests as we still had two more events to see through. This was agreed as a good idea.</li> <li>5. 4 Family cups and 1 shield ranging from £12.75 to £25.48. We thought that as this was for a relatively small amount and would be good for the students, we would be happy to assist with this payment. Mark will investigate further and arrange for the items to be engraved too.</li> </ol>	<b>Mark</b>
11.	<p><b><u>Date of next meeting</u></b></p> <p>7<sup>th</sup> July 2011 at 7pm in the Hub The meeting closed at 8.40pm.</p>	