

Chester Blue Coat Friend's Association

Meeting Minutes

Date and time of meeting: 7 November 2011, 7pm in Infant school staff room.

Apologies:

Lesley Webb, Ruth Coyne, Kerry Hoey, Caroline Halton, Hannah Mabbutt, Malcom Giles

Present:

Amanda Moore, Christine Turner, Katie Bedford, Sue Harrison, Vicky Lipscombe, Claudia Maranhao, Jenny Fowlie, Emma Wood, Rachel Nightingale, Sam Wiltshire, Catherine Dunne

1. Catherine and Sue are standing down as Committee members after multiple years' loyal service for St Thomas's PTA for which we are all very grateful. The structure of the new Blue Coat Friends Association committee was discussed and new roles brainstormed with people volunteering for roles they felt they could bring something to. New roles and committee members are as follows:

Chair: Katie Bedford

Vice-Chair: Jenny Fowlie and Rachel Nightingale (job share!)

Secretary: Amanda Moore

Treasurer and Voluntary Fund Officer: Sam Wiltshire

Press Liaison: Caroline Halton

Web developer: Fran Hoey

Alternative Funds Officer: Christine Turner

Marketing/PR: vacant

Business liaison: main post vacant with Vicky Lipscombe as deputy

Community liaison: main post vacant with Vicky Lipscombe as deputy

Events Officer: Rolling responsibility amongst the committee depending on the event

Consultants: Vicky Lipscombe, Claudia Maranhao, Emma Wood, Ruth Coyne (creative), Louise McHugh.

1. A decision was made to **review Committee members and roles annually** to ensure all parts of the school community feel included and allow new people to get involved.
2. Committee 'Consultants' are full members of the committee who can offer support and advice in different areas depending on what is being discussed.
3. Catherine and Sue to remain involved in the Committee until Christmas to handover responsibilities and clarify roles in regards to the Christmas Fair.
4. Parents to be made aware of new committee and vacant posts via leaflet and a display with our photos on to encourage openness. Any other people interested in filling the vacant

committee posts or getting involved generally in the Association are very welcome. **Action: Catherine and Amanda.**

5. The importance of our communication with parents in general was discussed along with different methods of doing this such as printing our info on the back of the newsletter.
6. Parental offers of support questionnaires discussed. Needs tabulating so we can take these views into account in future planning and development meetings. **Action: Vicky**
7. Discussion about when we meet and where. The clear preference in the questionnaires is for either a time after morning school drop off or the evening. Some discussion about alternating the time of the meeting which would require agendas and minutes to be well circulated to ensure inclusion of all. Also discussed setting meeting dates well in advance so people could plan, and the frequency of the meetings. Some like the idea of monthly meetings on 'the first Wednesday of the month' or similar. Some discussion about meeting in the local pub with views for and against this plan. **Action: next meeting time decided on (see below) as matter of urgency to organise the Xmas fair, and from then on this issue can be discussed more and a decision made on it at a later date.**
8. **Date of Christmas Fair** confirmed as **Friday 2nd December** 315pm/330pm. Some discussion about start time to be confirmed in next meeting.
9. **PTA regional meeting** on Tuesday 22nd November 645pm to 845pm, Ellesmere Port Civic Hall. Support event on running a PTA and fund raising advice. Three people allowed to attend from each PTA. **Katie, Amanda and Sam** expressed an interest in attending. Need to book on. **Action: Rachel**
10. It was felt by the committee to be very important that **teacher's representatives** are invited to and included in the meetings.
11. Developing more links with **Chester FC** was discussed. To be discussed further and actioned in a future meeting.
12. Use of **internet tools** such as social networking and Gmail discussed briefly. Many people interested in this, to be discussed further and actioned in a future meeting.
13. We need to develop a **business plan** setting out why we exist, what our purpose is, what we are raising money for and how we want to do it. The feeling of the meeting seemed to be that now the new roles are decided on and many filled the priority for now is concentrating on organising the Christmas fair and further discussion of the development of the Friends Association can wait until the meeting after then. There is much more to be done but the meeting felt that much had been achieved this evening.
14. **Date of next meeting Wednesday 16th November 730pm in Bouverie** pub, Garden Lane. **Action: Amanda** to book venue. Main agenda item: Christmas fair organisation.