



## Friends of Saint Cuthbert's – parents association Minutes of meeting held 15/09/2015 at 9am

**Present;** Clare McGregor, Fiona Bruce, Karen Watson, Heather Bruce, Debbie McLeman, Louise Martin, Sarah Birch, Salina Khalij

**Apologies;** Kristina Smilgiene

CM (Head teacher) welcomed everyone to the meeting and thanked for their support.

### Item 1

CM then handed out a constitution to each of the group, CM explained that having a constitution allowed for the association to run smoothly and ensure there is a clear set of guidelines.

Each point was discussed ;

-the whole group agreed we would be called 'Friends of Saint Cuthbert's' this was to ensure teachers didn't feel obliged to be part of the group although CM stated that teachers in St Cuthbert's were very supportive and would be willing to take part in events. It was also noted that grandparents/other family members may want to be part of the association.

-Points 2, 3 4 and 5a were agreed by all

-Point 5b; Sarah Birch was agreed by all to be Chair, Louise Martin was agreed by all to be Vice Chair, Fiona Bruce was agreed by all to be Secretary and Karen Watson was agreed by all to be Treasurer

-Points 5c – 12 were agreed by all present.

### Item 2

CM asked for any volunteers to help with refreshments at Reception/Y4 Friendship Liturgy on 15<sup>th</sup> October.

Heather Bruce and Sarah Birch agreed to help with this.

### Item 3

Ideas for Halloween disco were then discussed following decisions/actions taken;

-FB to contact provider of disco

-Agreed to sell tickets for £1 this will include hot dog, drink, sweets

-Date of 23<sup>rd</sup> Oct agreed, time 3-4:30 this will allow for changing time (clothes brought in separate bag to school and children change in classroom at 3pm)

-Suggestion of games around outside of the hall

-Food to be eaten in year groups in EY unit

-DM to print tickets and sell at office from Monday

-Meeting arranged for Monday 19<sup>th</sup> Oct 9am in school for final arrangements plus anyone who can help

**NB – CM notes that only children who attend St Cuthbert's school at present may attend the disco due to numbers**

### Item 4

HB suggested 100 club to help raise funds. Group discussed agreed we would try 50 club. SB agreed to make poster for noticeboard CM agreed to put flyer out to families. DM agreed to create list and collect money whilst selling Halloween tickets.

### Item 5

CM had leaflets for children's own designed Christmas cards as a way to raise funds. Group agreed to go ahead with this. KW agreed to contact company and manage the project.

### Item 6

Date was agreed for Christmas Fayre Thursday 3<sup>rd</sup> Decemeber so not to interfere with assembly/plays etc. Time was agreed for

Further meeting will be planned to discuss this event.

### Item 7

CM showed the group a membership guide for all parents about FOSC – group agreed CM to amend for our school and CM will set up FOSC page on school website

CM thanked everyone for coming and agreed to send constitution to each member.