

Friends of West Lynn School

Minutes of Meeting

Monday 17th October 2022

Agenda Item	Notes	Person Responsible
1. Present	Jo Borley (JB) Claire Norris (CN) Gail Scott (GS) Michelle Adams (MA) Gemma Hudson (GH) Sian Garrett (SG) Rachel Rollings (RR) Julie Pike (JP) Sarah Stevens (SS) Chrissie Rogers (CR) Emma Benefer (EB) Rachael Sandison (RS)	
2. Apologies	Dawn Ames Karen Garrod	
3. Volunteers/DBS Check Requests	SG, GH and JP are already DBS checked. SS has already started the process. RR, CR, EB and RS have all agreed to be DBS checked. MA to send email addresses to Mrs Moore/Mrs Mann to get the process started.	MA
4. Leavers' Hoodies	Hoodies have been ordered and will be delivered at the beginning of December. Volunteers will be needed to wrap them. MA to email everyone when they are ready to be wrapped.	MA All
5. Leavers' Books	MA will start to compile the photos of the current year 6's. RR will see if she can find the whole class photos for MA to scan.	RR MA
6. Halloween Disco 20.10.22	All preparations have been made for the disco. We have several staff volunteers and JP is also volunteering.	
7. Christmas Events	<ul style="list-style-type: none"> Christmas Fayre – 26.11.22 – 1pm -3pm Helpers are needed on Friday 25 th after school to set up the hall and to decorate Santa's grotto. The hall will be open on Saturday 26 th at 12pm to finish setting up. Any volunteers to help run stalls/games will be appreciated. CR to approach possible Santa. Santa will have to either be DBS checked or have a member of staff with him throughout. Donations of cakes or biscuits for refreshments stall will be gratefully received.	ALL CR

	Selection boxes will need wrapping for Santa's Grotto. MA to email everyone when help is needed to wrap them.	
	<ul style="list-style-type: none"> Christmas Bingo – 28.11.22 – 7pm – 9pm Doors open from 6pm. Any helpers welcome. JB will man the refreshments stall. GS will do the bingo books MA and SS will do the raffle tickets and lucky squares. Any bingo prizes or raffle prizes that anyone has or can get will be welcomed. EB has lots of Yankee Candle sets that she would like to donate. 	ALL
	<ul style="list-style-type: none"> Cinema Club – 15.12.22 4pm – 6pm We are cancelling the Christmas Disco and replacing it with a Christmas Cinema Club. Volunteers will be needed and hopefully more people will have their DBS checks before then. 	ALL
	<ul style="list-style-type: none"> Pantomime – 13.12.22 Purple Dreams are coming in to perform The Little Mermaid paid for by the Friends. 	
Any Other Business	<p>Christmas Links - RS has volunteered to take the links home and prepare them. Links will start being sold at the end of November.</p> <p>Jumble/Bring and Buy Sale – SS suggested this idea as a simple way to raise funds. MA suggested it would be good to do between New Year and Easter when things are quieter. Date to be discussed at next meeting.</p>	MA RS
Date of Next Meeting	Monday 9 th January 2023	