Friends of the Raleigh – Committee Meeting Summary

Chair: Rheanna Mitchell
Date: First committee meeting of the year
Attendees: Kate Archer, Rheanna Mitchell, Rob, Elizabeth Carter McQueen, Daria, Becksi Chinwa (other committee members present – names tbc)

1. Purpose of the Meeting

- Welcome to new and returning members.
- Overview of committee housekeeping.
- Treasurer update on finances.
- School update on use of funds and fundraising priorities.
- Updates on upcoming key events (Christmas Fair and Parents' Ball).
- Discussion of future events and volunteer leads.

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2. Committee Roles & Governance

- **Treasurer:**
  - Janice has stepped down after several years in the role.
  - **Rob** formally appointed as **Co-Treasurer**, working alongside **Belle**.
- **Chair & Secretary:**
  - **Rheanna (Chair)** and **Becksi (Secretary)** will remain in post temporarily.
  - Roles to be reviewed later in the year to allow new parents time to understand responsibilities.
- Rheanna confirmed her **intention to step down as Chair later this year** and encouraged expressions of interest.

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3. School Update – Use of Funds (Mrs Carter McQueen)

- Approx. **£15,000** was transferred to the school last year.

- Funds supported:
    - New **library furniture**, wall wraps, display areas, and TV screen.
    - **Stairwell history timelines** and decorative wraps.
    - Conversion of the former Year 6 block into an **art room and music room**, including new flooring.
- Emphasis that improvements benefit **all pupils**, which is a key priority.

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4. Proposed Fundraising Priorities for This Year

Potential projects discussed:

- **Playground improvements**:
    - New seating.
    - Updated playground markings.
    - Additional outdoor play equipment.
- **Galley / kitchen area refresh** (DT and WOW days) – functional but in need of a light upgrade.
- **Safety bollards** outside the school to improve parking safety (less exciting, but important).
- **Classroom temperature / cooling**:
    - Full air conditioning likely cost-prohibitive.
    - School to investigate alternative options (industrial fans, hire solutions, cost-benefit analysis).

Agreed direction:

- Strong support for making the **playground project the headline fundraising focus** for the year, as it benefits all children daily and is easy to communicate to parents.

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5. Treasurer's Report (Rob)

- Last year:
    - Approx. **£32,000 income**, **£15,000 costs**, **£16,000 net contribution** to the school.

    - Accounts filed with the Charity Commission and available for transparency.
- Autumn term update:
    - Cake sales performing well (£310 and £360).
    - Christmas cards and Christmas Fair income still to come.
    - Overall cash position broadly in line with previous years.
- Treasurer offered support with historical data and event cost breakdowns to help event leads plan effectively.

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6. Events Calendar (Confirmed)

- **Christmas Fair** – upcoming (Kate leading)
- **Valentine's Disco** – 13 February (lead needed)
- **Easter Fair** – 20 March (lead needed)
- **Parents' Ball / Summer Ball** – 15 May (Daria leading)
- **Summer Fair** – first Sunday in July (lead needed)

Committee to seek volunteers, particularly new parents, to lead the Disco, Easter Fair, and Summer Fair.

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7. Christmas Fair Update (Kate)

- Volunteer sign-ups progressing well via class reps.
- Setup planned for **Thursday 11th (earlier access approved)**.
- Event focus is experience and memory-making rather than high profit.
- Changes this year:
    - Grotto relocated to Year 1 pavilion.
    - Wrapping station moved into the fair space.
- Storage challenges noted due to high donation volume.
- Christmas card competition judged; winners to be announced shortly.

Grotto logistics approved:

- Early setup and storage access confirmed.

- Use of borrowed production equipment approved.
- Permission granted for **photography during the grotto**, with explicit parental consent and potential sale of digital images.
- Rain contingency planning discussed, including possible sheltered alternative location.

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8. Key Actions / Next Steps

- School to investigate cooling solutions and provide cost analysis.
- Committee to promote **playground project** as the main fundraising goal.
- Identify leads for Disco, Easter Fair, and Summer Fair.
- Treasurer to share relevant historic event data with event leads.
- Kate to collect Christmas card competition entries from school.
- Grotto team to confirm timings and logistics with school.