

**Friends of the Raleigh (FOTR)**  
**from 19.30-20.10pm via Zoom**

**Attendees**

	<b>Name</b>	<b>Role</b>	<b>Committee Role</b>
1	Kate Archer	Parent	Equipment lead
2	Amanda Daniels	Parent	Comms lead
3	Belinda	Parent	Co Treasurer
4	Niall Haughey	Parent	N/A
5	Jane Lindsay(sp?)	Parent	N/A (?)
6	Janice Matthews	Parent (Final meeting)	Co-Treasurer
7	Rheanna Mitchell Chair	Parent	Chair
8	Rebecca Chinwa (Minutes)	Parent	Secretary
9	Elizabeth Carter McQueen	Head Teacher	N/A

Commented [RC1]: Double check for missing/wrong names

- **DALIA KARAM** also joined to update on the summer ball.

**Minutes of the last meeting**

Minutes approved

Thanks to Janice on behalf of committee for doing an amazing job for the last five years. And the wealth of knowledge and support she has given.

**Requests from the school**

New furniture, art work and shelving purchased from the library.

Old year class room turned into art room and music room – money raised in advance

Refresh for the Galley potential goal for next academic year and

Money towards Falcon Wing

Canopies – covered parents during rainy first half of the sports day – school thanked FOTR and reinforced the work they have done

Rheanna raised - Airconditioning – for the school raised by parents – is there any potential

Agreed – we could look into it

Kate - potential to hire some.

Elizabeth Carter McQueen – will look into potential options for aircon .

### **Treasurer Update**

£2,444- check figure – raised money via cake sales. Reminder to bake more to ensure enough left for year 6's

£16k in the bank – Janice suggestion we pay for costs up front prior to summer fair.

Janice suggests to send over £5k to school towards project in advance so we can keep buffer.

Small committee meeting to discuss post summer fair

### **Summer Fair**

Update from niall

Ticket sales have been a little slow this year – first time since switch to in advance tickets – not clear presently the reason behind it

750 tickets sold so far. Hopeful to sell at least another 100-150.

Allowed more flexibility for volunteers to ensure they don't feel pigeon holed. Allowed people to 'pick what they want'. Has proved difficult ensuring numbers are filled.

Janice – could we track which year groups we need more sign ups from

Niall will check

CMQ – will send a reminder in headlines tomorrow for tickets and volunteers to support and encourage parents to get involved.

Daria – Has had parents who haven't brought tickets but had purchased bounce bands – mistakenly due to it being the first item.

Laser Quest hasn't sold out immediately although it usually does.

Query- could it be the rain from last year parents are hesitating to see the forecast.

Raffles and licencing – rules have changed need a license from Guildford. Initially weren't compliant due to changes. Niall has managed to fix it but cautions need to keep an eye on for next year.

Treasurer – want to count in year 6 room so still involved in coming and goings of the fair. Also requirement for WiFi to log into Zettle

Actions- coms to reps for volunteering

- Headlines via CMQ
- - use year 6 rooms for trearusers
- Lotto licenxes compliance for future years

### **Event planning for next year**

Dates planned in advance of the school year suggested via Mr Fitzgerald.

Jolly jars and parents gitft – set up dates

Easter/Christmas fairs – dates for Friday plus Thursday set up hall

Rheanna – open to days being different to allow flexibility for parents who aren't available on a Friday.

Disco – suggestion better to hold in Spring term when its darker in the evenings to reduce access to playground.

Potential to have it around Valentines Day – non romantic friendship disco

Mufti Day for bottles and Crazy hair day in July for Summer fair

Cake Sale one per month on a Friday

Daria – leading on parents ball for next year, thanks to Daria. Team in place and involved. Has considered doing it in Autumn term rather than summer – Halloween or Christmas party. Will check commitements of volunteers – has raised £15,000 in the past so keen to go ahead,

**Jane action – try and find a treasurer and someone to work with Jane on tea towels someone to lead Christmas fair and Easter Fairs**

### **Website Wording**

Rheana circulated pre meeting – hope is it won't need to be updated to frequently

**New Shop** – Orindo – wants to supply pizza kits

### **Actions**

### **Appointment of Treasurer role replacement**

### **Website Update (FOTR internet text)**

## **Updates from the school**

### **Planning for academic year 2025/26**

#### **Events:**

**Non-uniform day for Xmas jolly jars**

**Non-uniform day for Xmas gifts**

**Xmas fair (held on a Friday with set up in the hall from the Thursday afternoon)**

**Non-uniform day for Easter eggs**

**Easter fair (held on a Friday with set up the hall from the Thursday afternoon)**

**Disco (early summer term)**

**Non-uniform day for summer fair bottles**

**Crazy hair day for summer fair**

**Summer Fair (Sunday in early July)**

**AOB**

Date of next meeting: TBC

**Meeting close**

