



The Friends of Denver School

Annual General Meeting Minutes - 25th September 2023

1. In attendance: Michelle Caul-Byrne, Julia Covell, Bella Darby, Amanda Dawson, Danielle Grummitt, Nanci Lima Abraham, Lisa Osbourne, Naomi Peach, Sarah Pettit, Rosie Swain.

a. Apologies: Angela Caley, Ros Flowers, Katy Grisman.

2. No Correspondence.

3. No Matters arising from 2022 minutes.

4. Treasurers Report, please see attached.

5. Election of officers

<i>Position</i>	<i>Name</i>	<i>Proposed</i>	<i>Decision</i>
Chair	Vacant	Amanda Dawson	Agreed
Vice Chair	Vacant	Sarah Pettit	Agreed
Treasurer	Julia Covell	To remain	Agreed
Shadow Treasurer	<i>New role to facilitate handover in 2024</i>	Naomi Peach	Agreed
Secretary	Vacant		To be appointed

6. Any other business.

Key School dates for events / Friend's support:

- Monster Disco – Thursday 2nd November
- Christmas Fayre – Thursday 30th November
- Valentine's Disco – Thursday 15th February
- Denver Village Yard Sale – Sunday 21st April
- Bags 2 School – Wednesday 15th November and Wednesday 12th June

Date of next Friends of Denver AGM meeting September 2024 - To be confirmed.



The Friends of Denver School

Planning Meeting – 25th September 2023

1. Sum Up QR Code

Julia has set up a Sum Up QR code to allow payments to be made to the Friends.

Action – Amanda to give it a trial run. Julia to check how to print it out.

2. Reception / Whole School Photos

Action – Amanda has arranged to take these this term.

3. Bags 2 School

Action – Michelle has arranged collection slots on Wednesday 15th November and Wednesday 12th June.

4. Events in the Autumn term (September to December):

- a. **Monster Disco** - Thursday 2nd November from 5.30 to 7pm in the Village Hall

Action: Amanda to check dates and book Thomas Burt to DJ.

Action: Julia to check dates and book the Village Hall.

Update: Village Hall available on Wednesday 1st November. Thomas Burt also available.

Some concern over timings with Forest School after school club for many KS1 children.

Amanda to discuss with Mr Cawley and Mrs Jones.

- b. **Stall at the Fireworks display at Denver playing field** – November

Previously agreed Friends would run a stall.

Decision: It was agreed that last year's stall did not make much profit. The decision was taken not to have a stall this year.

- c. **Christmas Fayre** – Thursday 30th November (afternoon, exact times TBC)

The event will take same format as last year, with children providing stalls in their classrooms or in the hall and the Friends of Denver offering tea & coffee, raffle, hamper, biscuit decorating, and glitter tattoos, as these previously generated a lot of interest. No external craft stalls will be invited this year.

Decision: It was agreed to combine the Christmas coffee morning and this event, since the coffee morning was not very well attended last year.



The Friends of Denver School

Action: Danielle to source prizes for raffle.

Action: Amanda to source items for hamper.

Action: Sarah to offer biscuit decorating stall and to ask Katy to offer a glitter tattoo stall.

Action: Sarah to check with Mr Lawrence about possibility of the choir performing.

Action: Mrs Jones to arrange scholastic book sale.

- d. **Quiz Night** - in the Village Hall

Action: Danielle to explore option with James.

Update: James is happy to do a quiz in the New Year.

5. Events in the Spring term (January to March):

- a. **Bingo Night** – online or in the Village Hall

Action: Amanda to chat to Matt about possibility of Bingo night in January.

- b. **Valentine's Disco** – Thursday 15th February from 5.30 to 7pm in the Village Hall

Action: Amanda to check dates and book Thomas Burt to DJ.

Action: Julia to check dates and book the Village Hall.

- c. **Easter Coffee Morning and Egg Hunt** – possibly w/c 25th March

It would be lovely for the children to enjoy an Easter egg hunt in 2024. Parents might also like to join, and this could be combined with a coffee morning to raise funds.

Action: To be discussed further at the next planning meeting.

6. Events in the Summer term (April to July):

- a. **Denver Village Yard Sale** – Sunday 21st April

Decision: It was decided that it was a worthwhile event and should go ahead in 2024 if there was enough support from the Friends and volunteers.

Action: To be discussed at future planning meeting.



The Friends of Denver School

- b. **Sponsored Walk** – usually last Friday afternoon in May before half-term

This is a school-organised event, supported by the Friends. Teas and coffees not in demand. Assault course arranged by the Friends proved popular. Colour dash too costly. Sponsorship forms (produced by the school) could be given out a little earlier to entice more sponsors. Suggestion to have printed copies available if the Easter coffee morning goes ahead.

Action: To be discussed at future planning meeting.

- c. **Denver Fun Day** – likely to be Sunday 21st July TBC

The stall proved profitable last year, so would be beneficial to commit to this event again.

Action: Julia to confirm date with Playing Field Committee.

7. Any other business

- a. The Friends of Denver Logo Revamp

It was previously noted that the current Friends of Denver logo was due a revamp. It would be good to ask the children to design the new logo with a competition. The design should be scalable, so we can produce a banner for future Friends events.

Action: Nanci is happy to provide graphic design guidance on logo images.

Action: Discuss competition brief and timeframe at next planning meeting.

- b. Donation from Pupil's Grandparents

Julia reported that an extremely generous donation of £500 had been made to the Friends of Denver by a KS1 pupil's grandparents who do not live locally and are not able to support the school's events.

Decision: It was agreed that the donation should fund something specifically for the Reception class.

Action: Amanda to discuss the above with Mr Rackham and Mrs Jones.

Action: Arrange a thank you letter/picture from the Reception class children and a card from the Friends. Amanda to discuss with Mr Rackham.

Action: The donation (and what it funds) should be acknowledged in the next newsletter, provided the details (name, amount) are kept anonymous.



The Friends of Denver School

c. Role of Treasurer and Second Signatory

It was noted that a named second signatory is required to sign off cheques over £500. This is currently Michelle Maynard. Michelle will cease to be the second signatory when Julia steps down as Treasurer at the end of the academic year 2023/4.

Action: Naomi has been appointed to shadow Julia her role as Treasurer and will identify someone who could act as second signatory.

d. Friends of Denver Trustee Role

It was noted that Amanda Dawson, together with Mrs Jones, is a Trustee. She will cease to be so at the end of the academic year 2023/4.

Action: Amanda to discuss this with Mrs Jones.

e. Christmas Card Fundraiser

Michelle has picked this up from Victoria Fradley and is in liaison with the school about template deadlines. Items will be available to collect at the Christmas Fayre.

Action: Michelle to ask if she needs support.

f. Gift from Santa

Previously noted that books were no longer preferable, and the decision was taken to give chocolate selection boxes last Christmas. Some debate about how this aligns with Denver Primary Healthy School policy.

Action: Friends to explore ideas for discussion at next planning meeting.

g. Christmas Crackers and Name the Reindeer

The children enjoyed making the Christmas crackers with jokes and celebration chocolate inside. Name the Reindeer is usually a good fundraiser.

Action: To be discussed at next planning meeting.

h. School badges

Amanda showed the group iron-on badges which could be used for Denver school teams' sports kits or by parents as an alternative to buying the official PE



The Friends of Denver School

uniform. Discussion around cost and whether this goes against our agreement with current uniform clothing supplier.

Action: No further action.

Date of next meeting Monday 16th October at 3.00pm at Denver Primary School