



Friends of Denver Primary School

Meeting Friday 16th January at 15.20pm

MINUTES

Venue: Denver Village Primary School Staff Room

Date and Time: Friday, January 16 at 3:30pm

Attendees: Ben Groom (Chair), Louise Jones (Headteacher), Nanci Lima Abraham (Vice Chair), Nicola O'Mara (Treasurer), Louise Hepburn (Secretary), Michelle Caul-Byrne.

Apologies: Rosie Swain, Charlotte Challender, Lisa Leenane, Victoria Fradley.

1. Chair Update.

- Strong start to the school year and events usually pick up after Christmas. More regular meetings will be required.
- Bewilderwood booked for Class 2 in the summer term and being funded by the Friends.
- Clear plan needed for 2026 particularly as Denver Primary School celebrates its 150th anniversary this year.
- Ben is leaving in July 2026 and a new Chair needs to be recruited. Initial talks with possible candidates haven't progressed as hoped.



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- Talks about Ben's successor to resume. Feelers have gone out for a recruit in the role. Ben says he will stay if he wins the lottery.

ACTION: Confirm a September date for the Friends of Denver Primary School AGM with Mrs Jones; continue search for new Chair from September 2026.

2. Review of Autumn 2025 Activities.

- Activities included: Reception photos, Christmas card orders, Bags2School October, Pensthorpe Trip, Panto, Christmas Crackers, Open Day / Parents' Evening support, Christmas Fayre.
- Last terms fundraising efforts were discussed and a number of points raised:-
 - Bags2School - will try setting the deadline two days before pickup on the next round.
 - Christmas Cards - need to address some admin issues raised around the Christmas card company.
 - Reception photos - Try to hold the photoshoot earlier in term; have proofs ready before half term; issue with group photos was managed; make parents aware there is an official school photographer coming in; a



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communications plan may help promote the photos;
shop around for printers.

- Consider something more "gifty" rather than food for next year's Christmas crackers.
- Discussed sending thank you cards / letters for businesses that donated to the raffle.
- Pensthorpe: Thank you to Nikki who secured the funding for last term's for Class 1 & 2 trip through her employer.

ACTION: Michelle to explore other options for the Christmas card activity; Louise to write a plan around Reception photos for next year's photos; Michelle looking into Christmas crackers for next year; Louise to sort thank you cards for raffle prize donations.

3. Treasurer Report on Autumn 2025 Activities.

- Autumn term 2025:
 - Income - Christmas fayre did great (£712), Reception photos over £200 and Bags4Schools £62, so really good income. Also massive thanks to Charlotte - we received £500 from her employer! Sold a small amount of preloved uniform.
- Expenses - RE Enrichment day was £200 but received really well, total Christmas cost was £100 for parties, and £40 for



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the church Christmas tree festival incl decorations. Small cost for parents open day too.

ACTION: Communications to parents to see if employers do schemes to help schools (Louise); Nanci to do the numbers as infographics.

4. Update on tasks set from October 2025 meeting.

- **DBS Checks Update:** Louise's outstanding. Get audit and then decide who needs them done.
- **Friends' logo redesign:** In progress.
- **Code of Conduct signatories:** Main people have signed - thanks everyone.

ACTION: Friends Logo. Louise to sort DBS (in progress).

5. Planetarium.

Mrs Jones has received a recommendation about StarLincs, a company that offers a mobile planetarium that can come into school. She wondered if it could be an activity for the children funded by the Friends'.

ACTION: Mrs Jones to send details about StarLincs to the Friends for review.



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6. 2026 Fundraisers.

a. 150th Anniversary Celebrations, Thursday 11 June 2026.

Discussions around:-

- Event theme / Logistics. Idea could be start at 1pm for children and then invite parents from 3pm.
- Activities i.e. invite former pupils / staff and ask for their memories of the school; school then vs school now; Victorian food i.e. Victorian school lunch; Victorian sports day; Victorian toys, bikes; Photobooth / dressing up (ask Wisbech Museum); bouncy castle; mini golf; Punch and Judy;
- Friends will organise event, but contacting staff and previous pupils will be handled by school and governors.
- 150 years commemorative gift ideas: 3D printed coin?;
- Donations: cakes, refreshments
- Food: Burgers; Pizza; ice cream; bars etc
- Communication / Other audiences: Governors / Parish Council / St Mary's Church community etc.

ACTION: Set up an event sub committee with people who would like to be involved (Louise).

b. Valentine's Disco.



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We would like to organise another Valentines disco for the last week before the half term.

ACTION: Find DJ (secured); Check school hall availability; set date (DONE). Suggested donation £2.50 each child. Biscuits and nibbles.

<MEETING ENDS>

- c. Other Easter Term 2026 activities (to note only): Bags 2 School; Easter activities, Family planner / Calendar Sept 2026-December 27
 - d. Summer activities (to note only): Denver Yard Sale, Denver Fun Day, Sponsored Walk, End of Year Photos.
7. **Next meeting.** Meeting closed at 5pm. Next meeting February 6 at 3:30pm.

ACTION: To check staff room can be free, Liaise with Mrs Jones (Louise DONE)

Appendix 1 - Task List



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Raised	Task	Responsible person	Deadline	Status
16-Jan-26	Valentines Disco prep Buy decorations, plan activities.	Team!	12 Feb 26	In progress
16-Jan-26	Liase with Mrs Jones to check staff room availability for February 6 meeting.	Louise	DONE	Done
16-Jan-26	Search continues for new Chair from September 2026	Ben	Summer 2026	In progress
16-Jan-26	Book in date for Friends AGM in September	Louise	Spring 2026	To do
16-Jan-26	Other options for the Christmas card activity	Michelle	Summer 2026	To do
16-Jan-26	Communications plan around Reception photos for Autumn 2026	Louise	Spring 2026	To do
16-Jan-26	Christmas cracker filler	Michelle	Autumn 2026	To do
16-Jan-26	Thank you cards / letters for businesses	Louise / Nanci	14 Feb 2026	In progress
16-Jan-26	Issue communications around employer schemes helping the school	Louise	14 Feb 2026	To do
16-Jan-26	150 Celebrations - June 11, 2026. Organise Sub-Committee.	Louise	31 Jan 2026	To do
16-Jan-26	150 Celebrations - June 11, 2026 Book food stalls	Nanci	28 Feb 2026	In progress
17-Oct-25	Review fundraising one pager created by Nikki	Nanci	To do	To do
17-Oct-25	Speak to Mr Bees about photos and what else can be printed?	Nanci	In progress	In progress
17-Oct-25	Bring in your DBS certificate for school records if you have one	Nikki & Nanci	DONE	Done
17-Oct-25	Arrange to get a DBS if you don't have one yet	Louise	In progress	In progress
17-Oct-25	Order lanyards (needs a logo first, then choose rainbow colours, approx £5	Nikki	To do	To do
17-Oct-25	Explore 2027 Calendar	Louise	10 Mar 2026	To do
17-Oct-25	Finish the Logo redesign	Nanci	To do	To do