



Friends of Denver Primary School
Meeting Friday 5th June at 3.20pm
MINUTES

Venue: Denver Village Primary School Staff Room

Date and Time: Friday, June 5 at 3:20pm

Attendees: Ben Groom (Chair), Louise Jones (Headteacher), Nanci Lima Abraham (Vice Chair), Louise Hepburn (Secretary), Claire Pope.

<Committee spent 30 minutes at the start of the meeting reviewing the field and outdoor areas in preparation for the 150 years' event on June 11. There, the layout of the field, running order, and a possible wet weather plan was discussed>

1. Apologies for absence.

- Michelle Caul-Byrne, Rosie Swain, Nicola O'Mara (Treasurer), Lisa Leenane.

2. Approve minutes of May 2026 meeting.

- APPROVED

3. Approve Agenda of current meeting.

- APPROVED



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4. Chair Report since May meeting.

- (Combined with Treasurer Report in Treasurer's absence).
Sponsored Walk (debrief to be discussed later) has been the main fundraiser of the summer term. Thanks went to the 150 years subcommittee for their efforts towards Thursday's event.

5. Treasurer Report since May meeting.

- See Chair's report. Not discussed in meeting but for the Minutes, Treasurer provided the following information afterwards.

INCOME: Sponsored Walk - £1,409 in sponsorship and £60 refreshments on the day.

OUTGOINGS: Synagogue virtual tour £70, Class 1 Snettisham Farm trip £420 and coolbox / portable urns for outdoor events £180.

6. Sponsored walk update.

- The Sponsored Walk was considered a huge success, however refreshment sales were down compared to last year. Discussed the fact online donations were more popular, someone struggled to make the payment and Friends bank details were



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not to hand to make a transfer. Strawberries were popular. Payments still coming in from sponsorship money (Addendum after meeting: £1,409 raised). Discussed possibly sending a reminder to parents about making payments. Lessons: Cargo net came from RAF Marham, now we have urns consider splitting the refreshments table so they're located among the crowds.

ACTION: Send reminder about submitting sponsorship money.

7. 150 year celebrations update.

- Louise Hepburn attended the school's staff meeting to brief staff on event plans.
 - a. Running Order.
 - Running order for the day and site plan was presented to the committee. Rosie, Michelle, Ben, Nanci and Louise Hepburn will be available on the day for set up.
 - b. Outstanding paperwork.
 - At time of meeting, committee was waiting on paperwork from three vendors and activities.
 - c. Queries for Mrs Jones.
 - A number of small queries (such as TA supervision at clay table, needs for cricket club demonstration, opening gates, risk assessment) were discussed.



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d. Site plan.

- Field site plan was approved by Mrs Jones. Top level wet plan also discussed.

e. What if scenarios?

- If weather is damp, as much as possible will be moved into the school.

ACTION: Signs required for itinerary, Toilet, No Social Media, Donations. Documents required for photo booth and shotlist for the day.

8. Headteacher requests.

- Date to be arranged for the Friends to meet with book rep that supplies specialist dyslexia books being considered for funding.

ACTION: Mrs Jones to arrange for book rep to visit Friends.

9. Funding Requests

- Discover Downham's World War 2 box (£20 for a week for event).
- Decided this will not be required for the event.

10. Calendar.



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- This project will be pushed back to the summer.
- 11. September AGM.**
- Process of advertising Chair etc to happen in the next couple of weeks.
- 12. AOB.**
- Date to be set after 150 years for final Friends meeting of the year.