



Friends of Westfields Junior School

Registered Charity number 800429

Meeting
Wednesday 21st November 2018

	<u>Actions</u>																																								
Minutes from meeting on Wednesday 12 th September 2018 were reviewed and approved. There were no objections to names being in the minutes.																																									
<p>Attendees/Apologies for Absence</p> <p>Attendees:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Vicki Poskovic</td> <td>VP</td> <td>Louise Adams</td> <td>LA</td> </tr> <tr> <td>Susan Blues</td> <td>SB</td> <td>Lucy Bonte</td> <td>LBo</td> </tr> <tr> <td>Jo Gray</td> <td>JG</td> <td>Louise Woods</td> <td>LW</td> </tr> <tr> <td>Linda Beard</td> <td>LB</td> <td>Michelle Gibbons</td> <td>MG</td> </tr> <tr> <td>Jo Redman</td> <td>JR</td> <td>Melissa Kennedy</td> <td>MK</td> </tr> <tr> <td>Anna Moores</td> <td>AM</td> <td>Polly Lawrence</td> <td>PL</td> </tr> <tr> <td>Anna Wakeling</td> <td>AW</td> <td>Ric Mercado</td> <td>RM</td> </tr> <tr> <td>Carrie Wright</td> <td>CW</td> <td>Sarah Moon</td> <td>SM</td> </tr> <tr> <td>Heidi Hurst</td> <td>HH</td> <td>Vicky Marsden-Manning</td> <td>VM</td> </tr> <tr> <td>Helen Scanlan</td> <td>HS</td> <td>Zoe Livingstone</td> <td>ZL</td> </tr> </table> <p>Apologies: Thanks to those who sent their apologies</p> <p><u>Welcome Introductions</u></p> <p>Vicki and Susan would firstly like to say a big thank you for the great turn out and continued support.</p> <p><u>Chair Update VP/SB</u></p> <p>Secretary Role VP & SB introduced and welcomed LB who has taken on the role of Secretary. Minutes from PAWS meetings will be issued on the PAWS Facebook page and the school within 2 weeks after meeting dates.</p> <p>PAWS Website This has now been updated by VP/SB and can be found under the parents information tab on the school website. VP and SB have had photos taken, as Co-Chairs. Secretary and Treasurer to also have their photos taken for the website.</p> <p>Thermometer RM has created a template for the “thermometer” showing the progress of fundraising in the current academic year.</p> <p>WhatsApp Groups These groups have been set up for different PAWS events and are working well to communicate with those who have offered to help at different events. If anyone can help at any future PAWS events, please contact VP or SB and ask to be added to the relevant group.</p> <p>Fireworks Night 3rd November The event was a huge success. VP & SB thanked all those that helped out, but more people were needed, it’s a huge effort and there can never be enough manpower and reminded people there’s bacon sarnies available to helpers setting up on the Saturday morning. VP confirmed the profits from the night will be fund matched by Microsoft. JR echoed appreciation of everyone’s efforts.</p>	Vicki Poskovic	VP	Louise Adams	LA	Susan Blues	SB	Lucy Bonte	LBo	Jo Gray	JG	Louise Woods	LW	Linda Beard	LB	Michelle Gibbons	MG	Jo Redman	JR	Melissa Kennedy	MK	Anna Moores	AM	Polly Lawrence	PL	Anna Wakeling	AW	Ric Mercado	RM	Carrie Wright	CW	Sarah Moon	SM	Heidi Hurst	HH	Vicky Marsden-Manning	VM	Helen Scanlan	HS	Zoe Livingstone	ZL	<p>JG & LB to speak to Jacqui in WJS office to get photos taken.</p> <p>RM to get updated figures from JG and update and send to Jacqui in WJS office for distribution/display.</p>
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<p>Quiz Night 16th November This was a great success again and a brilliant joint event with the infant school. Profits will be fund matched. JR discussed potentially starting future quiz events earlier @ 7pm so it's not such a long day for staff.</p> <p>Christmas Cards This year was the biggest order ever. VP thanked people for their help in getting the orders organised and submitted. Cards are expected back very soon, and will be distributed as quickly as possible. Pupils will be helping sort through the order when it arrives.</p> <p>Cookie Sale Rota VP and SB reported this is working well.</p>	
<p><u>Treasurers Report JG</u></p> <p>Money has been paid in from the fireworks night. We need to pay the Christmas Cards invoice out of the balance. Quiz Night money is still to be paid in.</p>	
<p><u>Planned Fundraising events for 2018 SB</u></p> <p>Cookie Sales VP and SB will send a December rota request will be sent out on the PAWS Facebook page shortly. VP commented that the cookie sale on 14th December will need longer cover (approx.. 3-4.30pm) because it will be replaced by serving refreshments in the Hall at the Christmas Extravaganza.</p> <p>Quiz Night Dates booked for 22nd March (WIS) and 14th June (WJS) – Michele Gibbons to arrange.</p> <p>Christmas Disco – Monday 17th Dec SB explained there was a date change since the last meeting. VP confirmed with those present that had offered to help could still do the new date. Plenty of volunteers for Yr5/6 disco (6.30-7.45), a few more needed for Yr3/4 disco (5-6.15) SM said she was happy to run it and a max of 6 helpers were needed per disco.</p> <p>Christmas Pop Up Shop - 6th Dec VP asked for volunteers to help wrap the approx. 1000 gifts that have been purchased, and return to her / the school by 5th Dec.</p> <p>Film Night – Thursday 7th Feb 19 VP asked for helpers for the next planned film night.</p> <p><u>Ongoing Fundraisers</u></p> <p>Giving Machine JR requested WhatsApp groups encourage parents and family members to sign up to the Giving Machine especially with all the online Christmas shopping that will be done, it's an easy no-cost to anyone way to raise funds. https://www.thegivingmachine.co.uk/causes/westfields-junior-school/</p> <p>School Uniform Sales – Donations can be brought into school and are then organised by HH.</p>	<p>VP and SB to send December rota requests</p> <p>VP and SB to look into more help – LB to give names of 2 people who can help the Yr3/4 event to VP.</p> <p>Those who offered to help, to contact VP to arrange collection of gifts to wrap.</p> <p>If you can help, contact VP and ask to be added to the WhatsApp group for the event.</p> <p>PAWS members to put link on WhatsApp group chats.</p>
<p>AOB</p> <p>VP – confirmed we have more than enough helpers for the Christmas Lunch on 20th Dec, and that all crackers have been purchased. It was agreed squash would be served rather than cup drinks.</p> <p>VP&SB asked that we all add any parents of WJS children we are friends with on Facebook to the PAWS Facebook page, so as many people as possible know what we are doing and can help and get involved.</p>	<p>HH to confirm with JR the collection date</p>

HH offered to arrange another Bags2School collection for the new year	
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Date Of Next Meeting – Wednesday 30 th January 2019 at 7pm in the Staff Room with dips and wine	
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<https://www.facebook.com/groups/WestfieldsPAWS/>

<https://www.westfieldsjuniorschool.co.uk/school-community/paws/>