



**Friends of Westfields Junior School**

Registered Charity number 800429

Zoom Meeting

Tuesday 15<sup>th</sup> September 2020

|  | <u>Actions</u>   |
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| <p><b>Attendees/Apologies for Absence</b></p> <p><b>Attendees:</b><br/>           Danielle Evans DE Rik Mercado RM<br/>           Jo Redman JR Joanne Mercado JM<br/>           Melissa Kennedy MK Suzanne Smith SS<br/>           Tara Hooper TH Ed Basister EB<br/>           Helen Maxwell HM Magdealena Jaruchowska MJ<br/>           Michelle Gibbons MG</p> <p><b>Apologies:</b></p>   |  |
| <p><b><u>Welcome Introductions</u></b></p> <p>Danielle and Melissa welcomed all to the meeting and introduced themselves as the new co-chairs.</p> <p>JR thanked everyone for attending the meeting and gave a brief overview of the role of PAWS in terms of community partnerships and fundraising as well as the impact the work of PAWS has.</p> <p><b><u>Chair Update</u></b></p> <p>With a view to succession planning, MK shared the importance of promoting attendance particularly in relation to Year 3 and 4 parents needed to join PAWS.</p>   | <p>All attendees to encourage other parents to attend and support PAWS, particularly in Year 3 and 4.</p>  |
| <p><b><u>Treasurers Report VP</u></b></p> <p>£7,693.24 in the PAWS bank account. Outstanding amounts to pay in £136 from bags to school and £370 last quiz and second-hand school uniform sales.</p>   |  |
| <p><b><u>Planned Fundraising Events for 2020</u></b></p> <p>Cookie sales on hold until guidelines change.</p> <p>Due to regulations parents are currently unable to help with events in the school.</p> <p>Xmas cards will be sent to school this week for children to design and will be sent home on 9<sup>th</sup> October.</p> <p>To ensure bubbles, Film Nights will be held over 4 nights between 5<sup>th</sup> – 8<sup>th</sup> October.</p> <p>Mufti day 23<sup>rd</sup> October £1 donation from each child.</p> <p>Christmas lunch to be held over 2 days 15<sup>th</sup> and 17<sup>th</sup> December.</p> <p>Christmas Pop Up Shop will be held on 3<sup>rd</sup> December.</p> | <p>Help needed to collate orders once received and help organize for distribution, TH offered to help.</p> <p>Packs for children to be made up and given to school 72 hours before events. Letter to go out.</p> <p>HT to communicate in newsletter.</p> <p>PAWS to provide crackers for Christmas Lunch.</p> <p>DE &amp; MK buying gifts. Looking for gifts to buy, contact them on PAWS Facebook page if you see anything suitable.</p> <p>Wrapping volunteers will be needed. TH &amp; SS happy to help wrapping. Gifts will be quarantined for 72 hours.</p> |

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| <p>Virtual Quiz 13<sup>th</sup> November Mr Chaplin happy to host. Will be maximum teams of 6.</p> <p><b><u>Ongoing Fundraising</u></b></p> <p>Giving Machine, download app and order all online shopping through it and the school receives commission from every sale.</p> <p>School Uniform</p> <p>Fund Matching</p> <p>Bags to school</p> <p><b><u>Other Suggested Fundraising Ideas</u></b></p> <p>Waitrose Green box<br/>Co op – contact to be a local cause<br/>Tesco</p> <p>Virtual cake sale suggestion was made by HM</p> <p>Second Hand Uniform Request</p> | <p>MG to liaise with Mr Chaplin and MG to look into how virtual teams can be set up.<br/>Promote event on Facebook page.</p> <p>Promote on Facebook pages.<br/>HT to add reminder to newsletter.</p> <p>Please provide any old uniform to the school.<br/>HT to add reminder to newsletter.</p> <p>2 parents registered at the school. Are there any other parents who have this scheme through work who can sign up with the school?</p> <p>Arranged for 9<sup>th</sup> December 2020 and 24<sup>th</sup> February 2021. MG to give infants dates so we don't clash.<br/>Also suggested we use a home address so that they can be dropped off all day to encourage and make easier for parents.</p> <p>DE/MK to look into.</p> <p>HM to provide information.</p> <p>Post on Yateley Community asking ex Westfields parents for any unwanted uniform.</p> |
| <p><b><u>AOB</u></b></p> <p>PAWS newsletter to go out to parents</p> <p><b>Next Virtual PAWS Meeting Wednesday 11th November 2020</b></p>  | <p>DE/MK to create and forward to school for checking and distribution.</p>   |