



Friends of Trannack School

Meeting Minutes

Held at Trewennack on

Friday 24th March 2017, 7pm - 10:30pm

Present:	Laura Stott	Chair
	Natalie Woods	Secretary
	Morwenna Wannell	Trustee
	Susannah Sedgewick	Trustee
	Emma Mustafa	Trustee
	Claire Mitchell	Trustee
	Jackie Jewell	Trustee
	Charlotte Robertson	
	Gillian Higgs	

Apologies: Emma Stritt, Kara Wilson

Item	Discussion and Decisions	Action
1. Welcome & Apologies	<p>LS thanked everyone for attending and opened the meeting. Apologies were accepted from Emma Stritt and Kara Wilson</p> <p>LS thanked the team for the Coose Trannack event. Everyone agreed that it had been another successful FTS event.</p>	
2. Agree Minutes 20th Jan 2017	<p>The minutes were presented and agreed and (need to be signed off) as a true record of the meeting.</p> <p>No matters arising from the previous minutes</p>	

Apologies for the next meeting to be sent to natswoods@hotmail.com or via the school office.

3. Level 2 hygiene	<p>LS happy to do the course. MW has level 3 GH has done it EM also happy to do the course</p>	
4. Coose Trannack	<p>Coose Trannack raised £2100. Matched funding due in around 8 weeks. Everyone agreed it was great to have so many new parent volunteers. Feedback from the visitors/schools was very positive for the day.</p> <p>Bigger marquee needed next year and a possible covered area for visitors. (maybe £500/£600)</p> <p>Must get the key to the gate for next year in order to set up early. Possible use of a bigger tent or horse box for the results team.</p> <p>Fence pins are needed (£1 per piece) Marshalling area flags. Rope. 'Team Trannack' sign. Matting for the fields used for car parking.</p> <p>Donation buckets were suggested to help raise more funds.</p> <p>Always need to attract more parents to help.</p> <p>Team Trannack to stay indoors for longer next year and possibly split groups. Suggested that the children bring a packed lunch to eat.</p> <p>Possibility of the Woodland Trust putting a gate straight into Trannack School - direct access.</p>	
5 Retrospective funding	<p>VOTE: all agreed to retrospective funding.</p> <p>It was agreed that money cannot be requested after items have already been purchased.</p> <p>Requests must be in writing and a vote from the trustees is needed.</p>	

6. Thank you cards	Send cards to all the sponsors of Coose Trannack. Need to be printed out so that the school has a stock of cards.	
7. Agreed funding for trips	<p>FTS to transfer the school trips money.</p> <p>If money isn't used for a trip then it was agreed that it can be rolled over into the next term for another trip. Money was to go back to FTS at the end of the year of not spent.</p> <p>CM asked if it was ok to use the money to pay for someone to come to the school if it was enrichment for the children. It was agreed that this was ok and the the class teacher knew what fitted in best with the topic/curriculum.</p> <p>£450 per year for 3 trips was agreed.</p>	
8. Agreed funds to be transferred for the school year	<ul style="list-style-type: none"> - Christmas. £1 per child for present. Christmas crafts? - Easter. Easter hunt funded by the competition this year. Prizes kindly donated by Nigel Thurley Automotive. - Camp Week - £250 - School trips - It was agreed that World book day would just be the book token for every child. <p>Receipts must be kept and presented to AGM.</p>	JJ MW
9. Class budget	<p>A small class budget was discussed. CM highlighted the need for items throughout the year to enhance the children's learning.</p> <p>£50 per class for the year was agreed (£25 for the remaining part of this school year)</p> <p>It was discussed that staff and trustees should do their best to try and get items for free through parents and business that they know. Always good to ask!</p> <p>Also worth asking parents of the school for their help and expertise.</p> <p>Free labour? - speak to Culdrose/Sky/Tesco/Cadets?</p>	

10. FTS Storage	It was discussed and agreed that the FTS perhaps split the bigger shed (used for huff and puff and PE equipment). It was suggested that a partition wall and separate lock to keep all Coose Trannack items etc safe. More shelving would also be needed.	LS JJ
11. Easy Fundraising	LS introduced all to the app Easy Fundraising. This was originally suggested by EM . All trustees encouraged to get the app on their phone and to use the app every time they shop in order to help raise money for the school. Need to get all staff on board. Also need to get parents to sign up - newsletter? Video demo? _llink on FTS page?	EM NW LS
12. Tesco Funding	Suggestions were made for ideas for Tesco Funding. It was agreed that the school should push the outdoor area. This is a real selling point - outdoor/woodland school. Ideas included: <ul style="list-style-type: none"> - Outdoor learning space/classroom. - Astroturf/ floodlit football pitch. - Extended carpark 	
13. Wish List	LS presented the wish list. There were many items on the list from all staff. It was agreed that NW was to type up the list and share with parents. can they help us to get discounts/ freebies? Possibility of contacting bigger companies to help with the wish list? No decisions have been made yet about the list.	NW
14. Porthleven Summer Fair	LS explained that Porthleven school has agreed for Trannack to have a stand at the fair for free. This will be June 17th (saturday) NW, CM, CR and LS have agreed to man the stall. A decision needs to be made about what to sell on the stand: <ul style="list-style-type: none"> -Sweet jars -Tombola -Bottles of wine? 	NW CM CR LS
15. School Library	The school have decided to go with option 3 and stick with the council library service.	

	VOTE: it was agreed to give the school £200 for extra books this year. It will be reviewed again next year.	
16. AOB	CM mentioned an Art Sale where a local artist provides some work and there is a secret sale of original and copied work. It was suggested that the art is organised in the summer term and the sale happen in september. Action plan of the year needed. Possibly have an open document that all trustees can have access to?	

At 10:30pm the meeting closed and everyone was thanked for their attendance and input.

Next FTS meeting: Thursday 11th May. Venue TBC.

Minutes agreed on:.....

Signed..... (Chair/Dep Chair)