

# Friends of High Firs Primary School Association

Supporting Our Children's Education  
Registered Charity No. 1137633

President: Mr A Kilbride  
Chairman: Derya Halil  
Deputy Chair: Sam Officer  
Secretary: Jo Almeida  
Treasurer: Jane Croxton  
Safety Officer: Brian Bunning  
Other trustees: Lisa Ellis  
Gemma Sayers



Court Crescent  
Swanley  
Kent  
BR8 8NR

## MINUTES – FRIENDS OF HIGH FIRS MEETING

Monday 13 September 2021 – 7.30 p.m.

VENUE : YEAR 6 CLASSROOM

Item:	Subject:
	The meeting started at 7.37 p.m.
1.	<b>Attending:</b> Mr Kilbride, Miss Rennie, Derya Halil, Lisa Ellis, Rachel Baynton, Brian Bunning, Monica Aldridge and Jo Almeida.
2.	<b>Apologies for Absence:</b> Apologies for absence from Jo Roper, Kerry Cattermole, Emma Walford, Lisa Spokes, Holly Bunning, Jane Croxton, Charlotte Tiller, Jesal Trivedi, Sam Officer and Gemma Sayers.
3.	<b>Minutes of the Previous Meetings</b> The minutes of the AGM held on 29 March 2021 agreed.
4.	<b>Annual Report</b> Appointment of Independent Examiner of Accounts, either Mark Pantlin or someone at Gary Sargeant & Co via Jane.
5.	<b>Election of Officers and Trustees of the Committee</b> Chair – Derya Halil Deputy Chair – Sam Officer Secretary – Jo Almeida Treasurer – Jane Croxton Safety Officer – Brian Bunning Committee Members – Lisa Ellis and Gemma Sayers (would preferably have 3 people) Staff Representative – Emma Walford
6.	<b>Class Reps</b> YR – TBC Y1 – Charlotte Johnson, Georgie Barr and Monica Aldridge

	<p>Y2 – Kerry Cattermole and Jo Roper  Y3 – Jesal Trivedi and Kate Smith  Y4 – Holly Bunning  Y5 – Rachel Baynton, Lisa Ellis, Gemma Sayers and Charlotte Tiller  Y6 – Jo Almeida and Derya Halil</p>										
7.	<p><b>Appointment of honorary title of President of the Association</b>  Mr Kilbride was appointed as President.</p>										
8.	<p><b>Sponsored Bounce – Tuesday 21 September 2021</b>  The sponsored bounce is booked for Tuesday. Will need to ask for helpers to run the event. The castle is being delivered at 8 am and is big enough for children and adults. This has been confirmed with BJs Castles.</p>										
9.	<p><b>Cake Raffle - Friday 8 October 2021</b>  An ongoing idea to keep funds topped up by having a cake raffle every term. If we provide a cake we can raffle tickets on the 6 and 7 October and a child can draw the winning ticket in assembly on the 8 October. Derya and Lisa E said they can sell the tickets at pick up time.</p>										
10.	<p><b>Break the Rules Day – Friday 22 October 2021</b>  Children can pick 4 rules to break and pay 50p per each rule broken up to a maximum of 4.</p>										
11.	<p><b>Christmas Events</b>  Ice Skating – Lisa Ellis is to look into either Ruxley or Swanley Park for an ice skating slot.   Secrets and Santa we need to start looking for gifts for both. £2 per gift from Santa and 50p-£1.50 for secrets.   Christmas card packs have been ordered.</p>										
12.	<p><b>Future Events</b>  Ideas for future events are bingo fish and chip night and lotto.</p>										
13.	<p><b>Finance Update</b>   The Balance currently stands at £5,279.00.   The committed items are:-</p> <table> <tr> <td>Tablets/Laptops</td> <td>£1,500.00</td> </tr> <tr> <td>New Reception Items</td> <td>£665.00 (approx.)</td> </tr> <tr> <td>Class Trips</td> <td>£700.00</td> </tr> <tr> <td>Year 6 Leaver Books</td> <td>£350.00 (approx.)</td> </tr> <tr> <td>Carpets</td> <td>£1,000.00 (approx..)</td> </tr> </table> <p>Balance remaining after committed items is £1,064.00.</p>	Tablets/Laptops	£1,500.00	New Reception Items	£665.00 (approx.)	Class Trips	£700.00	Year 6 Leaver Books	£350.00 (approx.)	Carpets	£1,000.00 (approx..)
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14.	<p><b>Date of Next Meeting</b>  Next meeting is set for Monday 18 October at 7.30 p.m.</p>										
15.	<p>The meeting finished at 9.05 p.m.</p>										