

FRIENDS OF ST HUGH OF LINCOLN
Meeting Minutes. Thursday 19th February 2026

Attendees:

Adam Bourne. Co-Chair
 Andreea Ghiuzan. Co-Chair
 Anna Larkham. Treasurer
 Anne Rushton. Church Representative
 Megan Stevens. Co-Secretary
 Mrs Barker. School Representative
 Anna Leader
 Roxanne Parker

Apologies:

Cathy Grimshaw. Co-Secretary

1	Welcome and Prayer		
	Mrs Barker led us in prayer.		
2	Review of previous meeting actions		
	Comments against previous actions:		
	Action	Owner	Status
	Trim Trail. Mrs Barker to get quotes. Anna and Andreea to look at grants and talk to Tariq	Mrs Barker Anna Larkham & Andreea	Ongoing
	Book Donations. Check Mrs Grace is happy with morning book donations to Mrs Larkam (parking in school car park). Mon 23 rd Feb and Mon 2 nd March	Mrs Barker	Completed
	Events Calendar. Start creating next academic year events calendar. To inc the Disco in Oct	Megan	Not started
	Christmas Artwork. Look into a new company	Anna Larkham	Not started
	Easter Bunny Run. Check date with Mrs Grace for bunny run during PE. If approved, link in with Governors for partnership Bunny ears sale	Mrs Barker Megan TBC	Completed Completed N/A
	Recycle Kind. Andreea to co-ordinate with Izy on collections	Andreea	Ongoing
	Electrical Recycling. To look into possible companies	Roxanne	Ongoing
	Sports Day. Refreshments again this year, what does Mrs Grace think would be best	Mrs Barker	Completed
	Summer Fayre Donation dates. Dates to be checked with Mrs Grace Friday 5th June. Bottle donations & non-uniform day Thursday 11th June. Soft toy donations	Mrs Barker	Dates agreed. Completed
	Fathers & Heroes shop date. Friday 19th June. Wrap around room in school. Date to be checked with Mrs Grace	Mrs Barker	Date agreed. Completed
	Summer concert. Ask Mrs Grace if this is something the school is considering (after success of Christmas Carols)	Mrs Barker	Completed
	Events Process. Create short list or process for events to cover off compliance. Send Sandy the risk assessment and hall hire form for Disco	Andreea Anna Larkham	 Completed

Parent Events. Anna to look at dates / costs / etc	Anna Leader	Ongoing	
Feedback form. Anna to look into	Anna Leader	Ongoing	
Reindeer. Need further costs and logistic information Check if this is something Mrs Grace would consider	Anna Larkham Mrs Barker	Ongoing	
Self Regulation books. More information to be sent to Mrs Barker	Anna Larkham	Not started	
Friends web page. Resend to committee for approval	Megan / ALL	Completed	
Natwest: Complete forms for new signatories and send details and information to new signatories	Anna	Ongoing	
New parent pack	Andreea	Ongoing	

3 Agenda items

Summer Fayre. The Summer Fayre is taking place on the school field on Sat 27th June. Committee reviewed what games were popular last year, what new games could be introduced this year, given that they need to appeal to children from 4yrs to 11years. The attendees also fed back about prices being very low and room to increase prices esp on the BBQ and bar

Tokens: Adam has generously offered to cover of cost of the branded tokens. Anna to organise ordering these.

Raffle prize: Andreea generously agreed to donate the £100 prize. And will ask Shelley if she would have the time to reach out to companies to donate prizes.

Games. Games from last year reviewed and agreed, see sperate list. Agreed to bring in some new games and change the pricing system as we will have the new tokens.

Andreea has kindly bought a second axe throwing game and Adam is going to build two new games - plus bring gazebo with sides for nerf game.

Performances. Agreed to reach out to some local companies to see if they would be interested in holding a performance (dance).

Donation dates. Dates agreed with Mrs Grace

Friday 5th June. Bottle donations & non-uniform day

Thursday 11th June. Soft toy donations

Finance. See Appendix 1

Trim trail. One quote received :c.£11k. Two quotes still to come in.

While there are cheaper options available, the supplier must be an approved Trus supplier and the schools preference is wood to keep with the schools environment.

Events. Events for Summer Term 2026

- W/C 20th April. Book sale. TBA and weather dependent
- Thursday 30th April. Friends Meeting. School Staff Room. 6.30pm. Agenda: Parents Event
- Tuesday 12th May. Yr2 & 3 Bake sale **KS1 Playground**
- Thursday 14th May. Friends Meeting. School Staff Room. 6.30pm. Agenda: TBC
- Friday 5th June. Bottle donations and non-uniform day
- Thursday 11th June. Soft toy donations
- Friday 19th June. Fathers & Heroes shop. Wrap around room in school
- Saturday 27th June. Summer Fayre. School field
- Thursday 9th July. Friends Meting. School Staff room. 6.30pm. Agenda: Next Academic year events
- ad-hoc ice-lolly sales

Other Events:

Sports day. Mrs Grace agreed for the PTA to provide tea, coffee, water, possibly iced coffee if the weather

suits. But no food or squash to be provided, this is due to allergies, the school having a water not squash policy and no food because it's not fair for the children to see the adults eating when they are not permitted.

Summer Concert. Due to the success of the Christmas Carols the children hosted the school will look to put on a Summer Concert. Mrs Grace is happy for the PTA to provide drinks (including alcohol) and food at this event. Dates are to be confirmed by the school.

Bushcraft Skills Day: Adam is also looking into the BushCraft day.

Parents & Children day: Anna Leader is looking into a scavenger hunt.

Events to look to run next year.

- Virtual balloon race
- Kite making
- Grow your own sunflower comp
- Outside adventure day

Clothes recycling. The last company Recycle Kind seems to have gone out of business, Izy is looking into a new company – it would be helpful if the company took stuffed toys.

Electrical recycling. Roxanne suggested getting a company who take unwanted electrical items and pays an amount back to the Friends (in the say way Recycle Kind do for clothes).

AOB.

Reindeer visit. Mrs Grace is open to this idea but would need more information on the welfare of the animals,

Maintenance. Looking at the things the Friends have installed and understanding the maintenance required on these:

Trim Trail: Yearly by the Trust

Creation Garden: The Governors

Bags for shops. The shops we host for the children (Mother, Fathers, Elfridges) need bags for the children to put their gifts into. The committee agreed the preference for paper bags over plastic. The ones purchased for the Mothers day sale were a little small, look at the next size up.

Any Other Business

Reindeer visit. The suggestion of bringing reindeer into the school for the day was proposed rather than gifting the children small wooden items to decorate in class. The company that provide the reindeer manage the day and clear up. Each class would get to go to visit them.

There is the opportunity to sell photos of the children with the reindeer and possibly reindeer food (to be taken home).

Events during Lent. Covered above.

Self Regulation books. Anna to send further information to Mrs Barker

5 Date of Next Meeting

Thursday 30th April. Friends Meeting. School Staff Room. 6.30pm. Agenda: Parents Event

Appendix 1: Treasurers Report 19/03/2026

Recent payments		
	Parentkind membership	£171.00
	Clarinets	£320.00
	Year 6 end of year	£350.00
	RE resource funding	£1,140.00
	Swimming Pool	£500.00
As of end of day 18/03/26		
	HSBC Bank account balance	£8,462.31
	Nat West Bank Account balance	£3,171.16
	Stripe account balance	£61.87
	Sum Up account balance	£0.00
	PayPal account balance	£0.00
	Cash to pay in	£0.00
	Cash floats	£20.00
	TOTAL	£11,715.34
Future Agreed Annual Commitments		
	Library	£2,500.00
Outstanding expenses		
	Disco	£100.00
	Misc expenses	£516.67
	Total commitments/expenses	£3,116.67
	Reserve	£3,000.00
	Available funds	£5,598.67

Actions:

Action	Owner	Status
Trim Trail. Mrs Barker to get quotes. Anna and Andreea to look at grants and talk to Tariq	Mrs Barker Anna Larkham & Andreea	
Parents Quiz. Anne R to look at available Saturdays in October	Anne R	
Events Calendar. Start creating next academic year events calendar. To inc the Disco in Oct	Megan	
Christmas Artwork. Look into a new company	Anna Larkham	
Send Anna Leader the Parish walk Risk assessment	Anne R	
Recycle Kind. Andreea to co-ordinate with Izy on collections	Andreea	
Electrical Recycling. To look into possible companies	Roxanne	
Anna to look into Chessington rather than LegoLand this year	Anna Larkham	
Paper Bags. Look into cheapest options and purchase	Megan	
Summer concert. Mrs Barker to talk to Mr Ellston Andreea to talk to Mrs Evans	Mrs Barker Andreea	

Events Process. Create short list or process for events to cover off compliance.	Andreea	
Parent Events. Anna to look at dates / costs / etc	Anna Leader	
Feedback form. Anna Leader to get access to the Friends email address to set this up	Anna Larkham	
Reindeer. Need further costs, logistic and welfare information	Anna Larkham	
Self Regulation books. More information to be sent to Mrs Barker	Anna Larkham	
Sort out container	Anna Larkham & Megan	
Company Time matching - Sandy	Anna Larkham	
Natwest: Complete forms for new signatories and send details and information to new signatories	Anna Larkham	
New parent pack	Andreea	
Benedict's law. Does the school have an epi-pen	Mrs Barker	
Summer Fayre		
Tokens	Anna Larkham	
Performances. Dancebites Irish dancing	Megan No volunteer	
Risk assessment	Anne R	
TENS License	Megan	
School Forms	Megan	
Donations – ask Shelly if she could do this again this year	Andreea	
Axe throwing. Borrow from Scouts	Anna Larkham	
New numbering system for Teddy Tombola	Anna Larkham & Megan	
Hampers and baskets. Talk to Wendy	Anna Larkham	
Staff rota	Mrs Barker	
BBQ. Daryl to get Dad to help run this	Roxanne	
Football skills / challenge by a Yr 6 dad	Roxanne	
Face paints What is in the container Link in with YrR mum Ask if Charlotte is available	Anna Larkham Anna Leader Anne R	
Check gas levels in canisters	Anna Larkham	
Check BBQ and eqt for gas safety	Adam	
Estate Agent boards. Get details from Dueyna	Anna Larkham	