

FRIENDS OF ST HUGH OF LINCOLN
Meeting Minutes. Thursday 5th February 2026

Attendees:

Andreea Ghiuzan. Co-Chair
 Anna Larkham. Treasurer
 Anne Rushton. Church Representative
 Megan Stevens. Co-Secretary
 Mrs Barker. School Representative

Angela Slattery
 Anna Leader
 Roxanne Parker
 Sandy Khokhar

Apologies:

Adam Bourne. Co-Chair
 Cathy Grimshaw. Co-Secretary

1	Welcome and Prayer																																														
	Mrs Barker led us in prayer.																																														
2	Review of previous meeting actions																																														
	Comments against previous actions:																																														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="text-align: left;">Action</th> <th style="text-align: left;">Owner</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>Christmas Jumper day: Check Christmas jumper day date with the school.</td> <td>Mrs Barker</td> <td>Completed</td> </tr> <tr> <td>Wash all jumper donations</td> <td>Andreea</td> <td>Completed</td> </tr> <tr> <td>Christmas Gift: Friends to re-stock the outdoor playground boxes. School to provide a Wish List Order items</td> <td>Mrs Barker Anna & Megan</td> <td>Completed Completed</td> </tr> <tr> <td>Bears at Bedtime: Confirm movies with organisers</td> <td>Megan</td> <td>Completed</td> </tr> <tr> <td>Wreath Making: Publish in Parish Newsletter</td> <td>Anne</td> <td>Completed</td> </tr> <tr> <td>Christmas Bazaar: Find Santa outfit</td> <td>Anna</td> <td>Completed</td> </tr> <tr> <td>World Book day: Check school date</td> <td>Mrs Barker</td> <td>Completed. 5th March</td> </tr> <tr> <td>Easter activities: Link in with the governors</td> <td>Megan</td> <td></td> </tr> <tr> <td>Panto: Add Last few remaining line to Newsletter</td> <td>Megan</td> <td>Completed</td> </tr> <tr> <td>Natwest: Complete forms for new signatories and send details and information to new signatories</td> <td>Anna</td> <td></td> </tr> <tr> <td>Friends web page. Update text Photos</td> <td>Megan & Mrs Barker</td> <td>Needs approval form committee</td> </tr> <tr> <td>Classlist Homepage. Update and remove Paypal link</td> <td>Megan</td> <td>Completed</td> </tr> <tr> <td>KS1 area re-surfacing. Anna to talk to Adam</td> <td>Anna & Adam</td> <td></td> </tr> <tr> <td>New parent pack</td> <td>Andreea</td> <td></td> </tr> </tbody> </table>		Action	Owner	Status	Christmas Jumper day: Check Christmas jumper day date with the school.	Mrs Barker	Completed	Wash all jumper donations	Andreea	Completed	Christmas Gift: Friends to re-stock the outdoor playground boxes. School to provide a Wish List Order items	Mrs Barker Anna & Megan	Completed Completed	Bears at Bedtime: Confirm movies with organisers	Megan	Completed	Wreath Making: Publish in Parish Newsletter	Anne	Completed	Christmas Bazaar: Find Santa outfit	Anna	Completed	World Book day: Check school date	Mrs Barker	Completed. 5th March	Easter activities: Link in with the governors	Megan		Panto: Add Last few remaining line to Newsletter	Megan	Completed	Natwest: Complete forms for new signatories and send details and information to new signatories	Anna		Friends web page. Update text Photos	Megan & Mrs Barker	Needs approval form committee	Classlist Homepage. Update and remove Paypal link	Megan	Completed	KS1 area re-surfacing. Anna to talk to Adam	Anna & Adam		New parent pack	Andreea	
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3 Agenda items

Fundraising. What are we fundraising for?

During the meeting on 5th Feb 2026 with the School Governors Mrs Grace has agreed to start fundraising for the Trim Trail. This is a very visible part of the school for parents to see an impact of their fundraising and donations, and if we have a good year it would be achievable to get this completed over the Summer Holidays. We do need to be mindful that everything we invest in will need maintenance, we estimate the Trim trail, being wood, would last c.10 years before needing re-fitting. Mrs Barker to get quotes.

Anna Larkham has possibly found a grant we could use to fund up to half of this re-furb. Anna to give Andreaa the details who will talk to Tariq.

Events. Events for early 2026: Previously agreed dates and changes.

- Friday 13th Feb. Yr 4 & 5 Valentines bake sale
- Friday 27th Feb. School Disco
- Thursday 5th March. Book sale to coincide with school World book day celebration.
*Add in book donations on 23rd Feb and 2nd Mar in the school car park at drop off time.
- Thursday 12th March. Mothering Day Shop
- Thursday 19th March. Friends meeting. 7pm School Staff room.
*Change start time to 6.30pm
- Wednesday 25th March. Easter whole school bake sale and Bunny ears decorating competition – Link in with the Governors?
*Proposed change from a big Easter event to a sponsored Bunny run during PE on Thursday 26th, Could include prize for best decorated bunny ears. To be proposed to the governors as a possible first event to team up on.
*Possible Easter Bunny Ears sale earlier in the week or the week before?
- Tuesday 21st April. Yr2 & 3 Bake sale.
*Agreed to cancel
Agreed to move all bake sales out to after Mr. Davies has run his back sales that he is organizing for the Charity Mary's Meals. The feeling is there would be too many for the parents.
- Thursday 30th April. Friends Meeting 7pm, School Staff room.
*Change start time to 6.30pm

Events during Lent. No events to be held in the Church hall during Lent, Anne Rushton has spoken to the Priest in previous years and they have been happy for the Friends to run events (not at the Church). Events can be held at the school as long as the usual process of checking dates with Mrs Grace is followed. However, in an effort to conform with Lent it has been agreed to move the disco next year to October before the half term break.

Easter Activities. It was agreed we may be biting off more than we can chew and would need considerable extra support to host the Easter events which were suggested at the AGM meeting in 2025. It had been suggested we host an Easter Fayre style event at the school on Wednesday 25th March, to include a bunny run on the field, craft tables and competitions. This is something we could potentially look to team up with the Governors in the future but this year may not be feasible, also we need to consider the impact to After School Club.

We would instead like to suggest running an Easter Bunny sponsored run to be held in PE on Thursday 26th March, and hold some coloring competitions etc. these activities can still be suggested we run in partnership with the Governors.

Events dates agreed for May-July:

- Thursday 14th May. Friends Meeting. School Staff room. 6.30pm
- 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 Meeting. School Staff room. 6.30pm

Other events.

- Ice lolly sales. Ad-hoc during nice weather
- Check with school if there will be a Summer concert (similar to the Christmas Carols, this event got lots of positive feedback).

Events to look to run next year.

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

Recycle Kind. The collection run before Christmas was hugely successful, although this was due to the one-off higher pence per kilo rate. It has been suggested these should be run once per term.

And requested that one is scheduled for a little while after the soft toy donation day, as this company takes stuffed toys any that are not in good enough condition can be easily disposed of.

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

Sports Day Feedback. The refreshments provided by the Friends in the last academic year were popular. It has been requested that this is repeated in 2026, but the offering is increased to include breakfast pastries – there is some concern that this would upset the children and might not be a good idea. Mrs Barker to talk to Mrs Grace about her feedback and what her preference would be for this year.

Christmas Bazaar feedback. This is one of our big fundraisers in conjunction with the Church. This raised c.£3660 which is split between the Friends and the Church.

Some new games were introduced this year which were very popular. There has been a suggestion of raising the cost per raffle ticket from 20p (£1 for a book) to 50p (£2.50 per book) to reduce filling in so many tabs.

Wrapping paper stall. Donations have been dwindling for a number of years and this year appeared to be at its lowest, and there was some wrapping paper etc. left over at the end of the day which there has never been before. Two suggestions for this, 1. The donation is too early and people haven't bought wrapping paper etc. which means they have to buy it full price, putting people off or 2. it's just not as popular and should be replaced. Agreed to run the stall for one more year to use up the leftover and see if this year was a one-off.

New stalls for 2026.

Agreed to add in a Stocking Filler stall (like the Friends run for Elfridges), small low value items which per item make a good profit. Just need to be mindful this doesn't overlap with the Fancy Goods / Jewellery stall.

Agreed to run a 'Jolly Jars' stall, possibly with a test at the Summer Fayre – TBC.

Christmas Wreath Making feedback. This was the first time for the Friends hosting an event like this, but worked well as an adults only event. We didn't sell as many tickets as hoped but the feedback on the night was good and we would look to hold this again next year.

There was a suggestion of moving it back a week to coincide with Christmas tree farms opening to purchase off-cuts, however it was also felt that by the beginning of December people want to get their wreaths up.

Christmas Artwork. This was hugely challenging this year, issues with companies going out of business and Royal Mail issues. The feeling is we should look for a new company for this and one with an easier ordering system.

Bears at Bedtime feedback. Great event that makes a good profit for the Friends. Both events this year were well attended and the children enjoyed the evening.

This year was easier with two DBS checked adults (Mrs Barker and Mrs Willmore), it has been requested we have two DBS adults at this event every year.

Summer Fayre planning. Agreed Friends meeting on Thursday 19th March would be dedicated to Summer Fayre planning

Events process and event leads ownership of events. Last year the previous Friends Committee worked hard to set up groups to lead events to alleviate some of the work on the core Friends Committee for big events, eg, Bears at Bedtime, the Disco. This works extremely well, however we would like to set up some guidelines which without being prescriptive would help the event run more smoothly from an admin / compliance perspective.

To include the events must have 1 or more of the core committee members as a part of the organizing team (this is a part of our constitution), there must be a risk assessment in place and if at the School hall a hire form must be completed, this should also include the management of lists to check children into and out of an event. TBC who is going to lead this but feeling is it should have oversight from on of the Chair's.

A suggested way to manage comms is to use Whatsap Community and set up a community per event, people can then join if they wish to help on an event and comms can be managed in the group, with at least 1 Committee member per event.

We have made a change of adding the event leads to the Classlist event so they can self-manage the online event / comms / deadlines.

Parents events. Anna Leader has very kindly volunteered to organise Parent events.

Some suggestions are:

- Quiz Night (Anne has suggested Sat 16th May, as the Church hall is free on this date)
Note Following the Friends Mtg. There is going to be a Quiz Night on 6th June for both parishes to be held at St Dunstan's, (confirmed after the Friends Meeting), therefore, would the Quiz be better in September/early October
- Summer Ball. There was some feedback that this can quickly spiral into a massive event and become expensive
- Parents disco
- Walk and picnic
- Kids and adult outdoor movie night
- Kids magic night

Anne is going to look at some potential dates and depending on what is decided upon may need to look to create a sub-committee to help organise the event.

Feedback form. Currently feedback is being passed between parents who are not on the committee before making its way to the Friends. It was agreed it would be more beneficial to get feedback directly.

It was agreed to look at creating an anonymous feedback form that can link to the Friends Gmail account so we get notifications when it has been filled in.

Friends page on website & Classlist homepage. Megan to re-send to the committee for feedback.

Friends open roles.

- Bake sale coordinator - Could this be managed by the class reps that are assigned to each bake sale?
- Someone to find and apply for grants

	<p>Update from meeting with School Governors. Anna Larkham and Megan met with the school Governors before the Friends meeting. The meeting was positive and they are keen to work with the Friends on fundraising activities moving forwards.</p> <p>Treasurer Report. Appendix 1</p> <p>Next meeting dates. Meetings and proposed agendas: Thurs 20th March. Agenda: Summer Fayre '26 Planning Thursday 19th March. Thursday 30th April. Thursday 14th May. Agenda: Christmas Bazaar '26 Planning Thursday 9th July. Agenda: Sept to Dec '26 Events dates First Meeting in Sept.</p>
Any Other Business	
	<p>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.</p> <p>There is the opportunity to sell photos of the children with the reindeer and possibly reindeer food (to be taken home).</p> <p>Events during Lent. Covered above.</p> <p>Self Regulation books. Anna to send further information to Mrs Barker</p>
5 Date of Next Meeting	
	<p>Thursday 19th March. 6.30pm in the School Staff Room. To focus on the Summer Fayre planning.</p>

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	
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	
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	
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	
Recycle Kind. Andreea to co-ordinate with Izy on collections	Andreea	
Electrical Recycling. To look into possible companies	Roxanne	
Sports Day. Refreshments again this year, what does Mrs Grace think would be best	Mrs Barker	
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	
Fathers & Heroes shop date. Friday 19th June. Wrap around room in school. Date to be checked with Mrs Grace	Mrs Barker	
Summer concert. Ask Mrs Grace if this is something the school is considering (after success of Christmas Carols)	Mrs Barker	
Events Process. Create short list or process for events to cover off compliance. Send Sandy the risk assessment and hall hire form for Disco	No volunteer Anna Larkham	
Parent Events. Anna to look at dates / costs / etc	Anna Leader	
Feedback form. Anna to look into	Anna Leader	
Reindeer. Need further costs and logistic information Check if this is something Mrs Grace would consider	Anna Larkham Mrs Barker	
Self Regulation books. More information to be sent to Mrs Barker	Anna Larkham	
Summer Concert. Are the school planning anything	Mrs Barker	
Friends web page. Resend to committee for approval	Megan / ALL	
Natwest: Complete forms for new signatories and send details and information to new signatories	Anna	
New parent pack	Andreea	

Appendix 1. Treasurer Report.

5th February 2026 Report:

Treasurers report

5th February 2026

As of end of day 05/02/26

HSBC Bank account balance	£8,251.74
Nat West Bank Account balance	£3,171.16
Stripe account balance	£19.37
Sum Up account balance	£0.00
PayPal account balance	£0.00
Cash to pay in	£133.26
Cash floats	£20.00
TOTAL	£11,695.53

Future Agreed Annual Commitments

Clarinets	£320.00
RE resource funding	£1,650.00 (potenti max)
Library	£2,500.00
Year 6 end of year	£350.00

Potential funding

Outstanding expenses

Bears @ bedtime	£14.60
Elfridges	£40.00 Approx
Misc expenses	£63.71

Total commitments/expenses £4,938.31

Available funds **£6,657.22**

Events year to date

Events	Incoming (before site fees)	Outgoing	Profit
Panto	£4,632.00	£2,848.00	£1,784.00
Bears at Bedtime	£580.50	£14.60	£565.90
Event shops	£1,044.01	£492.34	£551.67
Legoland	£1,901.00	£1,368.00	£533.00
School Teatowel	£878.00	£489.60	£388.40
Wreath Making	£493.00	£250.15	£242.85
Carols	£180.26		£180.26
Bake sale	£178.41	£0.00	£178.41
Christmas artwork	£1,488.00	£1,343.06	£144.94
Disco		£50.07	£-50.07
Uniform shop	£213.50	£867.00	£-653.50
<i>Recyclekind</i>		<i>£324</i>	

Previous Meeting Report.

Treasurers report

6th Novmerber
2025

Events year
to date

Recent payments

Legoland	£1,368.00
Uniform shop supplier (messenger bags & caps)	£867.00

As of end of day 06/11/25

HSBC Bank account balance	£7,653.67
Nat West Bank Account balance	£2,847.16
Stripe account balance	£501.05
Sum Up account balance	£9.75
PayPal account balance	£0.00
Cash to pay in	£0.00
Cash floats	£20.00
TOTAL	£11,031.63

Future Agreed Annual Commitments

CAFOD colour run fundraising	£558.56
Christmas artwork (approx)	£1,450.00
Teatowels	£489.60
Christmas events	£700.00
Clarinets	£320.00

Potential funding

RE resources	£2,000.00
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Outstanding expenses

Elfridges & Christmas craft	~£900.00
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Total commitments/expenses

£6,418.16

Available funds

£4,613.47

Events	Incoming (before site fees)	Outgoing	Profit
Panto	£3,381.00	£2,112.00	£1,269.00
Legoland	£2,177.00	£1,368.00	£809.00
School Teatowel	£844.00	£489.60	£354.40
Wreath Making	£316.00		£316.00
Bake sale	£178.41	£0.00	£178.41
Christmas artwork	£1,512.50	£1,450.00	£62.50
Uniform shop	£142.00	£867.00	-£725.00
			£2,264.31