

**FRIENDS OF ST HUGH OF LINCOLN**  
**Meeting Minutes. Thursday 6<sup>th</sup> November 2025**

**Attendees:**

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

**Apologies:**

Adam Bourne. Co-Chair

<b>1</b>	<b>Welcome and Prayer</b>																																																	
	Mrs Barker led us in prayer.																																																	
<b>2</b>	<b>Review of previous meeting actions</b>																																																	
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<b>Natwest:</b> Complete forms for new signatories and send details and information to new signatories	Anna	TBC
<b>DBS:</b> Talk to Mrs Higgins re DBS checks for new members	Anna	Completed
<b>Stock-take:</b> check Tea & Coffee stock in the container	Anna	Completed
<b>Colour run:</b> volunteers needed	All	Completed

### 3 Agenda items

#### 1. Events:

**Christmas Bazaar:** New games and craft corner is all sorted. More gifts are needed for the Childrens' tombola, esp boys items, however it was decided not to advertise for more items as the feeling is people tend to bring these in.

The Santa outfit is in the container somewhere, Anna to look.

**Wreath making:** 9 people have signed up, Anne is going to add this to the Parish newsletter in an attempt to drive more interest.

**Bears at Bedtime:** Organisers need to decide on movies to make the event live before the Christmas break

**Panto:** Tickets are selling well. We will make less than last year because we were allocated less tickets this year.

Ticket sales: 11<sup>th</sup>: 62/80

Ticket sales: 16<sup>th</sup>: 73/80

**Bake Sale:** Note: November bake sale to be in the KS1 playground

#### **Early 2026 events, dates agreed:**

Friday 16<sup>th</sup> Jan. KS1 Bears at Bedtime

Friday 23<sup>rd</sup> Jan. KS2 Bears at Bedtime

Thursday 5<sup>th</sup> Feb. Friends Meeting 7pm, School Staff room

Friday 13<sup>th</sup> Feb. Whole School Valentines bake sale

Friday 27<sup>th</sup> Feb. School Disco

Thursday 5<sup>th</sup> March. Book sale to coincide with school World book day celebration

Thursday 12<sup>th</sup> March. Mothering Day shop

Thursday 19<sup>th</sup> March. Friends meeting. 7pm School Staff room

Wednesday 25<sup>th</sup> March. Easter whole school bake sale and Bunny ears decorating competition – Link in with the Governors.

Tuesday 21<sup>st</sup> April. Yr2 & 3 Bake sale.

Thursday 30<sup>th</sup> April. Friends Meeting 7pm, School Staff room

**Playground boxes:** Budget is c.£400. School to provide a Wish List of items for the Friends to purchase and gift.

**World Book Day:** Mrs Barker to check the school date for March

#### 2. Friends page on the website.

The Friends page on the school website is out of date by a number of years. Text to be updated and links along with the activities and what we are fundraising for. Mrs Barker agreed to provide the photos.

#### 3. Classlist Homepage.

This needs to be updated in line with the Friends school web page. The site also has a Paypal link which although we get more of the money than via Classlist it is yet another site for the Treasurer to manage and therefore decided to keep it simple and remove this link.

#### 4. Friends Facebook.

We have two Facebook groups. Friends of St Hugh, Knaphill and Friends of St Hugh's Fundraising. None of the current committee are admins on either of these. It has been decided to leave these unless someone

	<p>steps forwards to take on social media as they need monitoring, which the team doesn't have capacity for at the moment.</p> <p><b>5. Open roles</b> include:</p> <ul style="list-style-type: none"> <li>-Parents events coordinator</li> <li>-Someone to create posters</li> <li>-Bake sale coordinator</li> <li>-Pre-loved uniforms volunteer has been taken on by Mrs Caughey. Mrs Szelei is currently going through the DBS checks so Mrs Meszaros-Suard can step down.</li> <li>-Someone to apply for grants</li> </ul> <p><b>6. Finance.</b> See appendix</p>
<b>Any Other Business</b>	
	<ol style="list-style-type: none"> <li>1. <b>Grants:</b> Mr Phillips has decided to step down from applying for grants on the Friends' behalf.</li> <li>2. <b>KS1 playground and paved area re-surfacing:</b> First quote to come in is c.£20k. This is to be discussed at the next meeting. Ahead of this, Anna to confirm that the Friends funds are for enhancing the children's experience and unfortunately cannot be used if the area has been deemed unsafe or is deemed general maintenance.</li> <li>3. <b>New Parents Pack:</b> The suggestion of doing a new parents pack, with info on the Friends and some nice goodies including adverts for local companies for a donation to the Friends.</li> </ol>
<b>5 Date of Next Meeting</b>	
	Thursday 5 <sup>th</sup> February. 7pm in the School Staff Room

**Actions:**

Action	Owner	Status
<b>Christmas Jumper day:</b> Check Christmas jumper day date with the school.	Mrs Barker	
Wash all jumper donations	Andreaa	
<b>Christmas Gift:</b> Friends to re-stock the outdoor playground boxes.	Mrs Barker	
School to provide a Wish List		
Order items	Anna & Megan	
<b>Bears at Bedtime:</b> Confirm movies with organisers	Megan	Completed
<b>Wreath Making:</b> Publish in Parish Newsletter	Anne	
<b>Christmas Bazaar:</b> Find Santa outfit	Anna	
<b>World Book day:</b> Check school date	Mrs Barker	Completed 5 <sup>th</sup> March
<b>Easter activities:</b> Link in with the governors	Megan	
<b>Panto:</b> Add Last few remaining line to Newsletter	Megan	Completed
<b>Natwest:</b> Complete forms for new signatories and send details and information to new signatories	Anna	
<b>Friends web page.</b> Update text	Megan	
Photos	Mrs Barker	
<b>Classlist Homepage.</b> Update and remove Paypal link	Megan	
<b>KS1 area re-surfacing.</b> Anna to talk to Adem	Anna	
<b>New parent pack</b>	Andreaa	

**Appendix 1: Treasurer Report.**

Treasurers report

6<sup>th</sup> 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
<b>TOTAL</b>	<b>£11,031.63</b>

**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