

Friends of St Peter's

Minutes of Coffee Morning – Thursday 13th November 2025
8.30–9.30am, Cedar Hub

In Attendance

Mr Mark Thomas (Headteacher), Mrs Capps (Bursar), Mr Burns, Mrs Burns, Mrs Wells, Mrs Lloyd, Miss Mikolajczyk, Mrs DiFazio, Mrs Heathwaite, Mrs O'Connor, Mrs Badhan

Apologies

Mrs Palmer

1. Establishing the Friends of St Peter's

Ollie opened the meeting by formally proposing that the Friends of St Peter's be established as an official society in order to conduct business, organise events, and operate appropriately within regulatory guidelines.

All attendees agreed unanimously.

Mr Thomas then shared an overview of a proposed Constitution, outlining the purpose, structure, and guiding principles of the group. The Constitution was proposed and approved unanimously, with Ollie confirming that he would circulate the final written version following the meeting.

Mrs Capps contributed important guidance regarding bank accounts, authorisation requirements, and the practicalities of financial administration.

2. Key Principles Agreed

The following principles were agreed for the Friends of St Peter's:

- Membership: All current parents, carers, staff, and friends of the School are automatically considered members.
- Committee Structure: A simple and effective structure of three "golden roles":
 - Chair
 - Treasurer
 - Secretary

- Banking: All financial transactions must be authorised by the three golden roles and aligned with good financial practice.
- Purpose: To enrich and support the educational, cultural and social experiences of all pupils at St Peter's School.
- Financial Scope: The group agreed that, for this first year, activity should remain under a £5,000 annual turnover threshold to avoid the need to register as a charity, unless future growth requires this.

Ollie proposed that this year's focus should be on providing:

- A special treat for all pupils at the end of the year, and
 - A range of fun, community-driven events throughout the school year.
- This purpose was welcomed and *agreed unanimously*.

3. Committee Elections

Emma proposed that the group formally elect the committee for the year. As there were no other nominations, the following roles were elected unanimously:

- Chair: Ollie Burns
- Treasurer: Emma Burns
Secretary: Mindy Lloyd

Members thanked all three for volunteering their time and expertise.

4. Banking and Administration

Emma Burns will set up an official Friends of St Peter's bank account.

- This must be in the group's name, with appropriate authorisation rights for the three golden roles.
- Emma will update the group, and liaise with Mrs Capps, by Friday 14th November with confirmation of the account setup.

Once the bank account and Lottery Licence are confirmed, the group may begin taking payments, organising fundraising, and planning events.

5. Upcoming Events (Pending Bank Account Confirmation)

A. Father Christmas at St Peter's

Friday 5th December, 2:00–3:30pm

- Cost: £4 per child, payable via Parentmail
- Each child will receive a wrapped book
- Payment deadline: Tuesday 2nd December
- Ollie has volunteered to be Father Christmas and will provide his own costume
- Mindy to contact Becky Jones regarding the book-purchasing process used previously
- Mindy to check the existing stock of children's books held by school
- Chloe to use her The Works loyalty card to purchase additional books
- Chloe to purchase 100 books to ensure sufficient supply

B. Book and Hamper Wrapping Afternoon

Wednesday 3rd December, 4:15pm – Sunnylands Hall

- Parent volunteers invited to help wrap book gifts and Christmas hampers
- Tea, coffee and festive treats to be provided (TBC)

Outstanding:

- Wrapping paper
- Gift tags
- Sellotape
- Hamper baskets or boxes
- Tissue paper / filler

6. Communications and Marketing

Mr Thomas will send:

- A whole-school Parentmail announcing the Santa event (date, price, details)
- A call for hamper donations
- Details on raffle ticket sales (£1 per ticket), once the bank account and licence are in place

7. Next Meeting

Monday 12th January, 8:30am

Location: Cedar Hub

All Welcome

8. Closing Remarks

Ollie thanked everyone for attending and for their enthusiasm in establishing the Friends of St Peter's. The tone of the meeting was overwhelmingly positive, with everyone committed to making the group impactful, inclusive and enjoyable.