

## Friends of Mulberry Park ET Open Meeting 15/5/25

### Minutes

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#### Agenda Overview:

1. Welcome and Committee Updates
2. Marketing and Communications Update
3. Bank Account Update
4. Events Planning
5. Volunteer Directory
6. Any Other Business (including Year 6 Leavers)
7. Meeting Close

#### Note

Sarah (Executive Head) was present at the beginning of the meeting and requested the following be added to the agenda for discussion:

1. **Year 6 Leavers' Party** – A request for a financial contribution from the Friends to support Year 6 pupils' planned leavers' celebration.
2. **Summer Event Scheduling** – A request to change the proposed date and time of the Friends' Summer Event to better accommodate school operations and welfare considerations.

### 1 Welcome and Committee Updates

#### *Introduction:*

- Zoë was welcomed as the new Communications Officer.

#### *Mission Statement Shared:*

The mission of Friends of Mulberry Park Educate Together is to bring together parents, carers, children, staff, and community members in fostering a strong, welcoming, and inclusive school community. We encourage active involvement and fundraise to support projects that enrich the school and pupil experience.

- This statement will be featured on the website and shared with the School Council. Sarah will introduce the Friends group to the council and begin a conversation about pupil-led fundraising initiatives.

## 2 Marketing and Communications

### *Logo Competition:*

- Zoë has developed a worksheet for pupils to design a logo for the Friends group.
- The worksheet will be printed and distributed before the half-term break.
- The School Council will vote on their preferred design after half term.
- Agreed with Sarah that Committee members (Emma and any others available) will attend the school council meeting on **Thursday 12 June at 2:30 PM** to assist with the logo competition and gather fundraising ideas.

### *Class Reps Proposal:*

- Plan to introduce **Class Representatives** (1–2 per year group) in September. Agreement that we won't require reps for the remainder of this term or term 6 and it will be simpler to start this for the next school year
- Selection to be random from volunteers who express interest.
- Class reps will act as a liaison between parents/carers in each class and the Friends committee, will promote events, and encourage parental involvement.

## 3 Bank Account Update

- Emma has applied for a community bank account and is awaiting confirmation and further updates.

## 4 Events

### *Coffee Morning / Stay and Play:*

- Strong support expressed for a non-fundraising community event targeting younger siblings and new Reception starters.
- To be included in the Reception New Starter Plan and scheduled for Term 6.
- Beth will discuss dates and location with the school.
- A refreshments plan will be needed (options: donations or bring-your-own).

### *Friends of Summer Party Fundraiser:*

- Sarah advised that Tuesday 22 July is unsuitable due to staff commitments and cleaning schedules; Monday 21 July was suggested.
- Time options are afternoon within school hours e.g. 1.30-3.10 or after pick up e.g. 3.45-5.30
- We need to avoid overlapping with pick up times for welfare reasons
- Note that pitch availability may be limited after 4 PM

- Due to potential low parent attendance during school hours there may to be less emphasis on fundraising to ensure inclusivity.
- Concerns about exclusion if payment is required for refreshments/activities– what about the children whose adults can't attend?
- *Suggestions:*
  - Pre-paid tickets for ice creams or goodie bags
  - Advance donations of ice poles to be distributed to all children for free
  - Local business involvement – donations
- A call out for volunteers will be made on whatsapp group to run activity stations (crafts, nail painting, sports).
- Committee to launch a poll via WhatsApp to determine optimal time (school hours or after school).

#### *Summer Raffle*

- Volunteers will be needed to run the raffle and collect donations from parents and businesses.
- Emma to confirm whether a raffle license is required for pre-selling tickets.

### **5 Call out for volunteers**

A directory is being created to capture skills and resources from volunteers. Attendees included individuals with experience in:

- Copywriting
- Sewing and embroidery
- French language
- Tennis coaching
- Playwork
- Marketing, website design, Canva, and social media

### **6 Any questions or other business**

#### *Year 6 Leavers Party Request*

- Year 6 students are currently fundraising for a leavers' party and have requested support from the Friends.
- Request: £100–£150 donation plus volunteer assistance from the Friends, in collaboration with Year 6 parents.

- Discussion:
  - Considered implications of Friends' involvement (e.g., whether it sets a future precedent, need for risk assessment, and whether committee presence is required at the event).
  - Consensus reached that this fits the Friends' remit and can be included in annual fundraising objectives.
  - Decision: Approve a £150 contribution, conditional upon use for a specific purpose. This will come from funds already raised and held by school. Receipts will be required for our records
  - Jess will liaise with Year 6 parents. Committee will coordinate with the school (who currently hold funds) to determine how the money will be transferred.

*Meeting Format and Scheduling:*

- Noted that Thursday meetings may not suit all.
- Meeting days and times will be varied and a remote option will continue to be offered.
- A WhatsApp poll will be sent to identify optimal days for meetings and events.

**Actions**

What	Who
Add mission statement to the website	Zoë and Becky in school office
Introduce school council to Friends and share our mission statement	Sarah P
Pass logo worksheet to Becky to print and distribute	Zoë
Confirm committee attendees at school council meeting	Committee
Ask school for dates and times for stay and play coffee morning	Beth

Send out poll to determine most popular time slot for summer event and confirm with school	Committee
Call out for volunteers to run activities at summer event	Committee
Distribute survey to whole school to collect skills and volunteer info	Cat
Liaise with yr6 parents to confirm amount we can contribute and obtain details on what it will be spent on	Jess
Confirm with school our agreement to contribute to yr6 and ask how money should be transferred	Committee
Find out most popular days and times for meetings/events via whatsapp poll	Committee