



## Friends of Denver Primary School

Meeting Friday 17<sup>th</sup> October at 15.20pm

### MINUTES

In Attendance: Ben Groom (Chair), Louise Jones (Headteacher), Nanci Lima Abraham (Vice Chair), Nicola O'Mara (Treasurer), Louise Hepburn (Secretary), Michelle Caul-Byrne, Rosie Swain, Charlotte Challender.

Apologies: None.

#### 1. Chair Update.

Ben has officially announced he will be stepping down from the role of Chair at the end of the academic year. The Friends have been invited to consider who could take on the role from September 2026. Ben was thanked for his dedication and commitment to the Friends.

**ACTION:** Ben to commence the handover process and search underway to find a parent to be recruited for the role.

#### 2. Parents Evenings.

These will be held on November 10 and November 12 and volunteers from the Friends are required to serve teas and coffees.



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OUTCOME: November 10 to be covered by Charlotte and Ben;  
November 12 to be covered by Michelle and Louise.

#### 3. Reception photos.

These were taken earlier in the Autumn and will go on display at parents' evening on November 10, 2025. Parents will be able to purchase these to raise funds for the Friends - digital copies are available at a slight extra cost. The individual photographs were more successful than the class photo; there will be another opportunity for a group shot at the end of the academic year.

ACTION: Ben and Nanci to ensure the photographs are ready for parents' evening on November 10. Louise can help.

#### 4. Christmas Fair

This will take place on December 4, 2025 at the school. Stalls are already being arranged and requests for raffle prizes have



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been sent to all the major supermarket chains. Ideas for stalls include: refreshments and cakes (volunteer bakers needed); tombola; temporary tattoos; jewellery; biscuit decorating; Christmas jumper stall; raffle (includes guess the name of the giant husky competition).

**ACTION:** Volunteers needed to arrange stalls, set up and help at event; Nanci to finalise raffle prizes letter for businesses; Ben to approach / liaise with contacts about stalls.

#### 5. DBS Checks.

All members of the Friends who will be working with pupils are required to be DBS checked. Louise's is currently being processed.

**ACTION:** Friends members to arrange for DBS to be processed with Mrs Smith. DBS certificates need to be presented to the school.

#### 6. Pensthorpe visit.



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Class 1 and 2 will visit Pensthorpe on November 21 as part of a trip organised by the Friends.

**ACTION:** Nikki to liaise with Mrs Jones to find out if any more volunteers are needed. Michelle volunteered. All need to be DBS checked.

#### 7. Children's Christmas Dinner.

The Friends have been asked to supply Christmas tablecloths and napkins for the Christmas dinner on December 17.

**ACTION:** Ben to arrange.

#### 8. Friends of Denver School Code of Conduct.

All friends have been asked to read and sign the Code of Conduct which has been sent in the WhatsApp group.

**ACTION:** Nikki to follow up and ensure all Friends members have signed document.

#### 9. Friends Logo Redesign.



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This is in the pipeline, and updated ideas should be available after half term.

**ACTION:** Nanci will supply updated design ideas when she can.

#### 10. Lanyards.

It has been suggested that members of the Friends have their own lanyards when they visit school, preferably a different colour to staff and governors (preferably rainbow). Quote of £50 for 20 lanyards received so far.

**ACTION:** Nikki will revisit when the logo has been updated for orders etc.

#### 11. Anniversary Celebration.

To celebrate 150 years of Denver VS Primary School, the Friends would like to organise an outdoor event on the grounds.

**ACTION:** Mrs Jones to supply a date to the Friends for the summer term celebrations.



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#### 12. Fundraising ideas.

Nikki presented a flyer that explains the Friends' various fundraising initiatives to parents, and how they could support the school and get involved with the Friends. The flyer includes sales pre-loved uniform, clothes drop-offs, earning cash back on online shops etc. The flyer has been put to the main group for comments.

Other fundraising ideas were also discussed, including a colour run, 2027 calendar, family-fun nights (i.e. fish and chips / quiz / bingo), tea towels, tote bags for 150-year celebrations.

It was also agreed to visually present the data from last year's fundraising efforts, and spending, with infographics.

Christmas cracker making will be on December 10 and 11 - treats needed to fill them.

**ACTIONS:** Colour run idea will be held for now; Louise to explore whether a 2027 calendar could be viable; Nanci will review the fundraising flyer; Nanci to speak to Mr Bees about photos and other items he prints; Charlotte to ask Tesco about treats for crackers; there are enough volunteers for cracker days, but perhaps have stand-by in case of illness.



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13. AOB

Charlotte has submitted a funding application through a scheme offered by her employer, awaiting final outcome. It was also confirmed the Friends can accept digital payments. Friends task list has been added as Appendix 1.

14. Date of next meeting.

TBC

If you wish to join the friends, please contact Chair Ben Groom at [friends@denver.norfolk.sch.uk](mailto:friends@denver.norfolk.sch.uk)

#### APPENDIX 1.

Friends task list.



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Raised	Task	Responsible person	Deadline	Status
17-Oct-25	Code of conduct to be signed	Nikki - I'll see who hasn't signed yet and follow up with them	31 Oct 2025	To do
17-Oct-25	Finish the Logo redesign	Nanci	31 Oct 2025	To do
17-Oct-25	Get Reception Photo's ready	Nanci	10 Nov 2025	To do
17-Oct-25	Decide date of 150th celebrations	Mrs Jones	10 Nov 2025	To do
17-Oct-25	Review fundraising one pager created by Nikki	Nanci	10 Nov 2025	To do
17-Oct-25	Speak to Mr Bees about photos and what else can be printed?	Nanci	10 Nov 2025	To do
17-Oct-25	Ask Tesco for discounts (109 children selection packs for christmas)	Charlotte	10 Nov 2025	In progress
17-Oct-25	Finalise letter for requesting raffle donations from local businesses (think 1	Louise	15 Nov 2025	Done
17-Oct-25	Bring in your DBS certificate for school records if you have one	Nikki & Nanci	20 Nov 2025	To do
17-Oct-25	Arrange to get a DBS if you don't have one yet	Anyone still need to do this? Charlotte maybe?	20 Nov 2025	To do
17-Oct-25	Pensthorpe- sort volunteers (check with Mrs Jones how many people are	Nikki	21 Nov 2025	To do
17-Oct-25	Ask if Sarah wants to do biscuits at Christmas fayre	Ben	30 Nov 2025	To do
17-Oct-25	Order lanyards (needs a logo first, then choose rainbow colours, aprox £5	Nikki	30 Nov 2025	To do
17-Oct-25	Christmas dinner tablecloths & napkins	Ben	17 Dec 2025	To do
17-Oct-25	Ben thinks he has someone in mind for his replacement	Ben	31 Dec 2025	To do
17-Oct-25	Explore 2027 Calendar	Louise	10 Mar 2026	To do
17-Oct-25	Nikki to give Nanci the memory card converter for photos	Nikki	ASAP	To do
19-Sep-25	New parents open day - create goody bags	Ben	Done	Done
19-Sep-25	Bags 2 schools arrange collection for 22nd Oct	Michelle	Done	Done
17-Oct-25	Do we need to do anything else for sorting out the christmas fayre and sta		Query	To do