



Friends of Denver Primary School

Meeting Friday 6th February at 3.20pm

MINUTES

Venue: Denver Village Primary School Staff Room

Date and Time: Friday, February 6 at 3:20pm

Attendees: Ben Groom (Chair), Louise Jones (Headteacher), Nanci Lima Abraham (Vice Chair), Nicola O'Mara (Treasurer), Louise Hepburn (Secretary), Claire Pope (Parent Governor), Michelle Caul-Byrne, Charlotte Challenger, Danielle Grummitt.

1. Apologies for absence.

- Rosie Swain, Victoria Fradley, Lisa Leenane.

2. Approve minutes of January 16 2026 meeting.

- Approved.

3. Approve Agenda of current meeting.

- Approved.

4. Chair Report since January meeting.

- No update to report on.

5. Treasurer Report since January meeting.

- The Friends of Denver Village Primary School currently has around £7,000 in the bank, which is usually the consistent amount. Annually, the Friends usually raise around £7,000 and spend around £7,000. Money has not been received from the Christmas Card cashback scheme and is being investigated.



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ACTION: Nikki to investigate what's happening with Christmas card cashback scheme.

6. Update on tasks set from January meeting.

- a. **Valentine's Disco:** At time of meeting, 44 children had signed up for the event; DoJo communication about drop off and pick up to be released Monday before; no games, dancing only; library to have colouring table; forms for future discos should ask who is doing pickup; helpers needed to handle check-in and check out; Mrs Jones to help with drop off; playlist needs to be screened; parents can stay; spare lines to add children not registered.

ACTION: Post event review to be held to document lessons.

- b. **DBS Checks Update.** Louise is through. Danielle to get DBS sorted.

ACTION: Danielle to arrange DBS check.

- c. **Thank you cards.** Cards made - just need to be delivered.

ACTION: Louise to deliver.



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7. **150 year celebrations update.** Thursday 11 June 2026.

a. **Sub Committee Progress.**

Nanci had updates from the following contacts:

- Willow Woods Mandy, she would be able to come after 3:30pm with activities (50p to two marshmallows);
- Pizza van TBC; Nick Robinson's van too big to enter field - will give us some leads for others;
- Stable bar - keen; Downham Cider - keen;

IDEAS: Making bread in Victorian times with Mabel; Nigel from Stow Estates; Rachel - Victorian role play; Denver Playing Field to ask Punch and Judy and circus skills. Minigolf (Jay Taylor); invite Amanda at the meeting; Teepee went down well before; Free activities for the children directly related to school and school history; Could there be a collaboration with Denver Cricket Club 125 years and Downham Heritage Centre? Dedicated 150 years Committee to involve staff, Governors, Friends, Church.

b. **Tasks complete so far.**



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See above. Charlotte has approached a production company that hosts Victorian Days in schools. Classroom and Victorian lessons - £700 + VAT.

ACTION: Aim for meeting on February 27, 2026; Louise Hepburn to issue comms and suggestions - after half term; Charlotte, Louise and Danielle expressed an interest in being involved.

8. Funding Requests

a. Denver Playing Field Committee.

The Denver Playing Field Committee has contacted the Friends to ask whether it would consider a donation towards car park improvements. No amount was suggested. After much debate, The Friends declined the request as its donations are focused on enriching the children's education. However, the Friends is willing to support the Denver Playing Field Committee with any events and grant applications related to improving the playing field for the community.

ACTION: Louise Hepburn to respond to the Playing Field Committee.

b. Mr Rackham classroom storage.



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The Friends have agreed to the request in principle.
Quotes needed.

ACTION: Louise Hepburn to respond to Mr Rackham asking for quotes.

9. Grant proposals.

A number of grant opportunities have been shared with the Friends for the school to consider.

a. Parent sponsor.

A parent has contacted the Friends and is willing to fund a project / activity for the school. Friends discussed a possible visit from the Young Shakespeare Company, approaching a well-known athlete to visit the school, school trip ideas, contact famous locals.

ACTION: Louise Hepburn to put ideas together with committee for Mrs Jones to consider.

b. Alpkit.

A foundation that offers grants of up to £500 for outdoor-related activities.

ACTION: Louise Hepburn to flag funding opportunity to Mr Cawley.

c. Old Hall Farm



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ACTION: Louise Hepburn to investigate the opportunity - though time may have now passed.

10. Other upcoming fundraisers / events

a. Easter events.

Easter Egg Hunt suggested for Monday, March 23 (Monday before end of term...) Giant bunny raffle (guess the name of the bunny) to be announced after half term.

ACTION: Ben to source bunny; Louise to manage comms.

b. Mother's Day posies.

Approach Morrisons for discount on flowers.

ACTION: Ben to sort / approach other suppliers. Lidl? Florists in Downham? Baytree? Downham Garden Centre.

c. Yearly planner?

ACTION: Nikki to explore for next meeting.

d. Spring parents eve.

This will take place on Monday 9 and 11 March.

ACTION: Helpers needed for teas and coffees.

11. AOB

a. Planetarium.

Reception children enjoyed this. However miscommunication from the Friends led to only one class enjoying the experience which the whole school could



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have enjoyed. Lesson to learn from communicating grants / funding available for staff. Consider the planetarium for a return visit.

b. **Glockenspiels.**

Request from Mr Lawrence agreed in principle.

ACTION: Mr Laurence to look at prices and return to Friends with quotes.

c. **Re-loved World Book Day Costumes.**

Request for Friends to help School Council for World Book Day costumes on Thursday, 26 February.

ACTION: Michelle, Ben and Louise offered to help.

12. **Next meeting**

Friday March 6, 2026 at 3:20pm in the school staff room.

Meeting closed 5:05pm.

Appendix 1 - Task List



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Task	Responsible person	Deadline	Status	Comment
23-Feb-26 Post-event review of Valentine's Disco.	Louise	6-March-26	In progress	
23-Feb-26 Cashback scheme review	Nikki	6-March-26	In progress	
23-Feb-26 Danielle DBS	Danielle	Easter 26	To do	
23-Feb-26 Kick off meeting for 150 years celebrations	Committee	Feb 27	In progress	
23-Feb-26 Response to Denver Playing Field Committee funding request	Louise	6-March-26	In progress	
23-Feb-26 Liaise with Mr Raobham over request for funds	Louise	4-March-26	In progress	
23-Feb-26 Suggestions for parent sponsorship	Louise	6-March-26	To do	
23-Feb-26 Suggestions for Adult grant.	Louise	6-March-26	To do	
23-Feb-26 Old Hall Farm	Louise	6-March-26	To do	
23-Feb-26 Guess the Easter bunny name	Ben	6-March-26	In progress	
23-Feb-26 Mother's Day posies	Ben	6-March-26	In progress	
23-Feb-26 Yearly planner	Nikki / Louise	6-March-26	In progress	
23-Feb-26 Spring parents evening - coffees	Committee	9-March-26	In progress	
23-Feb-26 Clockspieles request from Mr Lawrence	Louise	6-March-2026	To do	
23-Feb-26 World Book Day pre-lowed costumes - After school Feb 26	Ben / Michelle / Louise	26-Feb-26	In progress	
23-Feb-26 Book out staff room for March 6 meeting	Louise	23-Feb-26	Done	
16-Jan-26 Search continues for new Chair from September 2026	Ben	Summer 2026	In progress	
16-Jan-26 Book in date for Friends AGM in September	Louise	Spring 2026	To do	Needs to be around September 17.
16-Jan-26 Other options for the Christmas card activity	Michelle	Summer 2026	To do	
16-Jan-26 Communications plan around Reception photos for Autumn 2026	Louise	Spring 2026	To do	
16-Jan-26 Christmas cracker filler	Michelle	Autumn 2026	To do	
16-Jan-26 150 Celebrations - June 11,2026	Michelle	Autumn 2026	To do	
16-Jan-26 Book food stalls	Nanci	28 Feb 2026	In progress	
17-Oct-25 Review fundraising one pager created by Nikki	Nanci	To do	To do	
17-Oct-25 Speak to Mr Biese about photos and what else can be printed?	Nanci	In progress	In progress	They have a batch of £7 per table bag. They would have to order in for tea towels.
17-Oct-25 Arrange to get a DBS if you don't have one yet	Louise	In progress	In progress	
17-Oct-25 Order anygrants (needs a logo first, then choose rainbow colours, approx £5	Nikki	To do	To do	
17-Oct-25 Explore 2027 Calendar	Louise / Nikki	10 Mar 2026	To do	
17-Oct-25 Finish the Logo redesign	Nanci	To do	To do	