



**Friends of Denver Primary School**  
**Meeting Friday 6<sup>th</sup> March at 3.20pm**  
**MINUTES**

**Venue:** Denver Village Primary School Staff Room

**Date and Time:** Friday, March 6 at 3:20pm

**Attendees:** Ben Groom (Chair), Louise Jones (Headteacher), Nicola O'Mara (Treasurer), Louise Hepburn (Secretary), Nikita Smith (School staff).

1. Apologies for absence.
  - Nanci Lima Abraham (Vice Chair), Michelle Caul-Byrne, Charlotte Challender, Rosie Swain, Lisa Leenane, Danielle Grummitt.
  
2. [Approve minutes of February 6 2026 meeting.](#)
  - Approved.
  
3. Approve Agenda of current meeting.
  - Approved.
  
4. Chair Report since February meeting.
  - Nothing major to report.
  
5. Treasurer Report since February meeting.



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- Valentine's Disco raised £70; Mosque trip out £300 for transport.
  
- 6. Update on tasks set from February meeting.
  - a. **Valentine's Disco Review.**
    - **Overview:** DJ Edd enjoyed doing the event and has offered to help at more events. Can provide playlists for different occasions, will get him connected to the internet for real time requests, parents said it was good.
    - **Feedback:** a bit loud for some of the kids initially; token system suggested for snacks as some items were going down faster than others (i.e. sweets...); review shopping list for next year as amount was perfect; improve atmosphere around quiet area; more volunteers needed for set up; organise guest list in alphabetical order and classes; balloons OK for next year; print colouring sheets beforehand.
    - **Considerations for next time:** Better planning for the quiet area, set out expectations about the quiet area to the children from the beginning. How can we encourage the older boys there?
  
  - b. **DBS Checks Update.**
    - One outstanding. Docs to be submitted to office.



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**ACTION:** Get DBS processed once documents handed over.

**c. Cashback scheme Update.**

The Friends of Denver Village Primary School get a kickback through a website / app that parents and carers use for their shopping. The amount is normally paid quarterly but in November we didn't receive any payment because we didn't earn anything. Need to raise awareness among parents and carers as it's a free fundraising opportunity for the school.

**ACTION:** Louise to send out DoJo explaining cashback scheme.

**d. Name the Easter Bunny progress**

- Names so far: Frozie, Rosie, Bunny and Fred. Send out another DoJo message to say the bunny needs a new name.

**ACTION:** Louise to send out another DoJo about the bunny.

**e. Easter Egg Hunt 23<sup>rd</sup> March afternoon.**

- All handled within school.



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**f. Mother's Day posies progress.**

- **ACTION:** Ben to collect flowers from Morrisons on Thursday.

**g. Parents' evening helpers.**

- Friends are struggling to get volunteers for Wednesday.
- **ACTION:** Louise Jones to ask governors for support.

**7. 150 year celebrations update.**

- Sub Committee met February 27, lots of ideas for 150 years event.
- Date for whole school photo 22<sup>nd</sup> April.

**ACTION:** To set next 150 years committee meeting

**8. Funding Requests**

- a. Mr Lawrence glockenspiels. £320 for glockenspiels.

**ACTION:** Louise to poll wider group to see if all agreed.

**9. Other upcoming fundraisers**



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**a. Denver Yard sale.**

- Friends to arrange bacon sandwiches in the village hall, teas, coffees, cakes, sausage rolls, bacon rolls, fruit shoots.

**ACTION:** Set date for May. Ben to source a griddle.

**b. Denver fun day?**

Tombola again? Ask families to provide a tombola prize on a non-uniform day.

**ACTION:** To revisit at next meeting. Set a date for non-uniform day.

**c. Sponsored walk?**

- Date set for Friday, May 22<sup>nd</sup> 2026 (Last day of half term).
- Some equipment will need replacing (ask RAF)
- Volunteers needed.
- Friends to supply ice creams.

**ACTION:** Have a plan ready for April meeting.

**d. End of year photos**

- **ACTION:** Ben to approach Leslie to do photographs



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**e. Crazy hair day.**

- Date set for Friday, April 24<sup>th</sup> 2026

**ACTION:** Louise to arrange comms after Easter break.

**f. Yearly planner.**

**ACTION:** Ideas for theme, Louise and Nikki to meet and arrange next steps.

**10. Set next meeting dates for 150 years subcommittee and Friends meetings.**

**150 years:** Friday April 17<sup>th</sup> 2026 at 3:20pm in staff room.

**Committee:** Friday April 24<sup>th</sup> 2026 at 3:20pm in staff room.

**11. AOB**

- a. Bags for school - Friday 12<sup>th</sup> June.**

**ACTION:** Add to the planner.

- b. Marketplace event:** 8th July where various local authority organisations host a stall in the school hall. 2pm-4pm.

Friends asked to attend.

**ACTION:** Add to planner. Arrange volunteers.



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**c. Summer term art exhibition.**

**ACTION:** Add to planner. Do Friends want to offer coffee and cake?

**d. Sports day refreshments. 23<sup>rd</sup> June. (24<sup>th</sup> if weather bad).**

**ACTION:** Friends to provide refreshments.

Meeting closed 4.50pm

**Appendix 1 - Task List**



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Task	Responsible person	Deadline	Status	Comment
15-Mar-26 Dojo promoting artwork scheme.	Louise	26-March-26		
15-Mar-26 Pull on Mr Lawrence's glockspels	Louise	18-March-26		
23-Feb-26 DBS	Danielle	Easter 26	To do	
15-Mar-26 Dinner 'Yard Sale	Louise	28-March-26		
15-Mar-26 Denver Fun Day Tombola - add to next agenda	Louise	Spring 26		
15-Mar-26 Create calendar of events and plan comms	Louise	27-March-26	To do	Bags for School (12 June), School Marketplace event (July 6), Summer term art exhibition (TBD), Sports day refreshments (23 June main date - FY 24th is the backup date)
23-Feb-26 Suggestions for parent sponsorship	Louise	6-March-26	To do	
23-Feb-26 Suggestions for Aiki grant	Louise	6-March-26	To do	
23-Feb-26 Old Hall Farm	Louise	20-March-26	In progress	
23-Feb-26 Guess the Easter bunny name - another push?	Louise	18-March-26		
15-Mar-26 Prep for next 150 years meeting and committee meeting - April 17 and 24	Louise	6-March-26	In progress	
23-Feb-26 School Calendar	Nikki/Louise	24-April-26		
15-Mar-26 Sponsored Walk - get plan ready for next meeting	Louise	6-March-2026	In progress	
23-Feb-26 Glockspels request from Mr Lawrence	Louise			
15-Mar-26 End of year photos - ask Leslie	Ben			
15-Mar-26 Crazy half day comms - April 14	Louise	14-April-26		
15-Mar-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	
15-Jan-26 Other options for the Christmas card activity	Michelle	Summer 2026	To do	Needs to be around September 17.
16-Jan-26 Communications plan around Reception photos for Autumn 2026	Louise	Spring 2026	To do	
15-Jan-26 Christmas cracker filler	Michelle	Autumn 2026	To do	
16-Jan-26 Christmas cards - June 11, 2026	Nanci	28 Feb 2026	In progress	
16-Jan-26 Book food stalls	Nanci	To do	To do	
17-Oct-25 Review fundraising one pager created by Nikki	Nanci	In progress	In progress	They have a base of £7 per tote bag. They would have to order in for tea towel, but they would do it.
17-Oct-25 Speak to Mr Bees about photos and what else can be printed?	Nanci	In progress	In progress	
17-Oct-25 Arrange to get a DBS if you don't have one yet	Louise	In progress	In progress	
17-Oct-25 Order lanyards (needs a logo first, then choose rainbow colours, approx £5 Nikki)	Nikki	To do	To do	