

Friends of St Michael's Minutes

Date: Monday 11th February 2019

Time: 18:30 – 19.50

Where: St Michael's – Chestnut Class – Year 6

Attendees:	Laura Boak (1), Pippa Vallance (R), Kate Arnold, Alice Blackmore, Hannah Bray, Zoe Leonard (2), Holly Hellier (1), Kate Collins (R), Martin Hoare (1), Katie Thorne (R), Sally Clapp (F/R/2), Sarah Dodd (R/2), Sherri Cooke (2/3), Emily and Richard Taylor (2/5), Amy Perrins (R), Hannah Couch (R), Tina Warren (2/6)	
Apologies:	Laura Beer (R/2/6), Hester Watkins (R), Kirsty Bowman, Danni Aplin-Moore, Laura Ware (1), Rachel Moxham (2), Claire Dury (1/2)	
Correspondence:	Hester Watkins email – Kate read aloud	
Meeting		
Electing Roles and Responsibilities	Chair/Treasurer/ Secretary/Year representatives <ul style="list-style-type: none"> • All voted and agreed on roles • All in attendance happy to be a core committee member. All aware of documents to be taken to Jayne for DBS searches. • All apologies happy to be considered a core committee member. 	Chair: Pippa Vallance & Sarah Dodd Treasurer: Emily Taylor & Katie Thorne Secretary: Staff in attendance to rotate Year Reps: To be decided for each event Publicity: Sally Clapp & Hannah Couch
Action to be taken:		
<ul style="list-style-type: none"> • Check with Jayne Massey for DBS • Ask Jim about banking 		
Constitution sharing (https://www.parentkind.org.uk/)	<ul style="list-style-type: none"> • Proposing we join Parent Kind - a way to help and support the PTA once we have raised over £5000 • All read the constitution • All happy to adopt the constitution 	
Action to be taken:		
<ul style="list-style-type: none"> • KA to follow up with Jim about joining Parent Kind 		
Upcoming Event Proposals & Working Groups	<ul style="list-style-type: none"> • Need to launch Friends of St Michael's and make others aware it is going ahead • Agendas will be sent out prior to future meetings • Minutes will be added to the new 'Friends' section of our school website for all to view 	

	<ul style="list-style-type: none"> Encourage other to come along and make aware all are welcome
	<p style="text-align: center;">Monthly Cake Sale Friday 1st March</p> <ul style="list-style-type: none"> The last Friday we are in school of each month To be held outside Year 6 <p>Froglets and Year 6 Tina and Laura to lead for Year 6 and Sally to aid the Froglets</p>
	<p style="text-align: center;">World Book Day Thursday 7th March</p> <ul style="list-style-type: none"> All children to dress as their favourite book character but not for a donation Donate a book to sell at the end of the day Book sale in Year 6 classrooms Holly, Laura, Pippa, Sarah, Amy, Sherri to lead at the event after school
	<p style="text-align: center;">Comic Relief/Superhero Day Friday 15th March</p> <ul style="list-style-type: none"> Donations split between Comic Relief/Friends Of St Michael's Non-uniform/Dress as your hero day for all students
	<p style="text-align: center;">Mother's Day Gift Selling/Wrapping Friday 29th March</p> <ul style="list-style-type: none"> Donated gifts to sell and wrap during the afternoon of school. Key Stage 1/Key Stage 2 opportunities to buy Pre-Mother's Day on 31st March Will do for Father's Day too Zoe's husband to make a cake to raffle People to pre-wrap presents in cellophane to ease wrapping queue at event (Emily, Kate, Tina, Sally, Sherri, also collecting wrapping supplies - 25th March) People able to help at event – Martin, Amy, Pippa, Sarah, Zoe, Katie, Claire
	<p style="text-align: center;">Easter Disco Wednesday 24th April</p> <ul style="list-style-type: none"> Richard Taylor to DJ Classroom for parents to buy teas and coffees, refreshments and sweets for children to buy Disco things for the children to buy – glowsticks, etc Face-painter? Helen G DBS needed by then for PTS helpers.
	<p>Other ideas for the future:</p> <ul style="list-style-type: none"> Donation box for fancy dress Table selling any old uniform Sports Day

	<ul style="list-style-type: none"> • Summer Fair • Pantomime Tickets – Pippa to investigate/organise
	<p>Action to be taken:</p> <ul style="list-style-type: none"> • Kate to ask about DBS timings and give a deadline for documents to be with Jayne • Book school hall during afternoon for Mother’s Day Event • Ask for wrapping donations from local shops • Ask for donations from students for Mother’s Day Event and World Book Day books – Facebook post to ask too • Letters to be sent on ParentPay with all upcoming Friends events and any expected donations and deadlines • Set up Friends Cupboard in the new resources room • Alice to approach Mrs Garnsworthy about Face-painting • School to organise sending paper plates/asking for cake donations for 1st March cake sale
A.O.B	<ul style="list-style-type: none"> • Friends email shared with all, any emails will be read by kate and forwarded on: friends@stmichaels.education
DATE OF NEXT MEETING:	Monday 11th March 2019 – 19.00
Venue:	Martin to confirm