

# Friends of St Michael's School

## Committee Meeting Agenda

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**Date:** Tuesday 30<sup>th</sup> April 2019

**Time:** 19:00 – 20:30

**Location:** The Royal British Legion, Kingsteignton

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Please notify Pippa or Sarah via [friendsofstmichaelschool@outlook.com](mailto:friendsofstmichaelschool@outlook.com) (in advance of the meeting) if you have any items under AOB. Thank you.

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| <b>1. Welcome and introduction to the meeting</b> <ul style="list-style-type: none"><li>• Receive any apologies</li><li>• Agree previous minutes</li></ul>  | <b>Pippa/Sarah</b> |
| <b>2. Treasurer's Report</b> <ul style="list-style-type: none"><li>• Balance in the bank &amp; any pending transactions</li></ul>   | <b>Emily/Katie</b> |
| <b>3. Review of recent activities</b> <ul style="list-style-type: none"><li>a. Comic Relief Book Sale</li><li>b. Mother's Day Gift Sale</li><li>c. Reception &amp; Year 5 Cake Sale (<b>Laura Beer</b>)</li><li>d. Pre-loved Sale (<b>Ellie Little – but can't make meeting so via Pippa</b>)</li><li>e. School Disco</li><li>f. Smarties Challenge</li></ul> | <b>Pippa/Sarah</b> |
| <b>4. Future event planning</b> <ul style="list-style-type: none"><li>a. Father's Day Gift Sale</li><li>b. Sports Day Refreshments</li><li>c. Bags2school</li><li>d. Frozen Pop Friday</li><li>e. Summer Raffle</li><li>f. Madagascar Tickets</li></ul>   | <b>Pippa/Sarah</b> |
| <b>5. Fundraising Goal</b>  | <b>Pippa/Sarah</b> |
| <b>6. Fundraising Ideas for 2019 – 2020</b>   | <b>Pippa/Sarah</b> |
| <b>7. Raise AOB</b>   | <b>Pippa/Sarah</b> |
| <b>8. Date of next meeting</b>  | <b>Pippa/Sarah</b> |
| <b>9. Close of meeting</b>  | <b>Pippa/Sarah</b> |

Everyone is welcome to attend our meetings - you don't need to be a committee member, and you don't need to commit to coming every time. Just join in when you can!