

Friends of St Michael's

Committee Meeting Minutes

Date: Monday 11th March 2019

Time: 19.00 – 20.50

Where: The Bell Inn, Kingsteignton

Attendees:	Alice Blackmore, Joe Bramley, Martin Hoare, Hannah Bray, Tina Warren, Laura Beer, Claire Dury, Laila Underwood, Emily Taylor, Richard Taylor, Sarah Dodd, Pippa Vallance, Sally Clapp, Laura Boak, Sherri Cooke, Alan McCoy, Katie Thorn, Kate Arnold, Samantha Croxall & Ellie Little
Apologies:	Hannah Couch, Amy Perrins, Holly Hellier, Kirsty Bowman, Danni Aplin-Moore & Alix Harding
Correspondence:	None
Meeting	
Banking	<ul style="list-style-type: none">• Treasurers report all has been done that can be done in regards to setting up the Bank account, just waiting for paying in book.• Everyone who needs access to the bank account can access (Kate Arnold, Sarah Dodd, Emily Taylor & Katie Thorne). <p>Action to be taken:</p> <ul style="list-style-type: none">• Money to be paid in as soon as paying in book arrives (Emily/Katie).
Events so far	<p>£160.52 - Cake Sale £146.25 - Book Sale £40 - kept out as a float, rest to be banked as soon as we have a paying in book.</p> <p>Cake Sale</p> <ul style="list-style-type: none">• First cake sale was a success! Home-made cakes went down a storm!• Good position (outside against fence in playground) and lots of interest. <p>Action to be taken:</p> <ul style="list-style-type: none">• Reconsider table layout for next sale (Members running event).• More helpers needed (x8 adults at least). <p>Book sale</p> <ul style="list-style-type: none">• Long queues? One way system for next time.• Barriers to be put out?• Staff to help if not a Wednesday• Once done a few times people will know where to go• Different classroom/space could be used – include the library (could get confusing if selling books in there but could be used for pre loved uniform).• Extra/leftover books to be sold this week <p>Action to be taken:</p> <ul style="list-style-type: none">• Make a decision re: area for future sales as and when they happen and space available. Playground is the best option during nice weather (Pippa/Sarah/Kate A).• Pippa to post about uniform sale on Fri on FB and to be sent out on ParentPay (Pippa/Kate A).• ParentPay to say it'll be a one way system from now on (Kate A).

<p>Class Reps/Jobs</p>	<p>Class reps are a great way to get extra help for events by drafting in parents they know from each year group and to communicate event information to other parents.</p> <p>Froglets</p> <ul style="list-style-type: none"> • Sally Clapp & Ellie Little <p>Reception</p> <ul style="list-style-type: none"> • Kate Collins & Pippa Vallance <p>Year 1</p> <ul style="list-style-type: none"> • Dawn Hoare, Laura Boak & Claire Dury <p>Year 2</p> <ul style="list-style-type: none"> • Tina Warren & Alan McCoy <p>Year 3</p> <ul style="list-style-type: none"> • Sherri Cooke & VACANT <p>Year 4</p> <ul style="list-style-type: none"> • Laila Underwood & VACANT <p>Year 5</p> <ul style="list-style-type: none"> • Emily Taylor & VACANT <p>Year 6</p> <ul style="list-style-type: none"> • Tina Warren & Laura Beer <p>Secretary</p> <ul style="list-style-type: none"> • Alice Blackmore and Sherri Cook <p>We're still looking for more reps for years 3, 4 and 5.</p> <p>Action to be taken:</p> <ul style="list-style-type: none"> • Ask for more for Year 3/Year 4/Year 5 reps (ALL).
<p>Communication</p>	<ul style="list-style-type: none"> • Committee Whats app Group to be set up to help with event communication and volunteering • List of numbers gathered during meeting • Committee members asked to share posts on personal Facebook Pages • New email address as we could not access the previous one as done through school account. New address friendsofstmichaelschool@outlook.com <p>Action to be taken:</p> <ul style="list-style-type: none"> • Friends fb page to be shared on school Facebook page again so that all parents can see it (Kate A). • Whats app group to be set up (Pippa).
<p>Upcoming Events</p>	<p>Mother's Day Gift Sale</p> <ul style="list-style-type: none"> • Some members were keen to share ideas for future Gift Sales such as planting something to sell in pots (could be used again afterwards if encouraged to be returned). • Discussion around gift ideas - books could also be donated. • Student to have non-uniform on the 27/03/19 in exchange for donating a gift. This needs to be advertised. • Sally has sourced wrapping cellophane and will approach florists regarding more.

- Presents to be pre-wrapped on Wed 27th - people will collect to wrap or wrap in Ash room throughout the day – Laura Boak, Laura Beer, Laila & Claire.
- If not enough gifts are donated we will buy some cakes to sell.
- Zoe/husband will bake two cakes for Mother's Day sale; one cake for children to buy raffle tickets for, 20p each. 1 cake staff to raffle for, £1 a ticket. Hannah and Alice to take cake to staffroom with sign and collect cake and money at the end of the day.
- Alice to get Riverford veg box for the sale (for future event).
- 29th March – gift sale – Martin, Amy, Pippa, Sarah, Zoe, Katie, Claire, Laura Beer to run the event. Some helpers in from 12pm to go to Yr 4 class that is unable to visit the sale in the afternoon.

Action to be taken:

- **Update re gift suggestions on FB (Pippa).**
- **Update re gift suggestions on ParentPay (Kate A).**
- **Non-uniform to be advertised on FB (Pippa).**
- **Non-uniform to be advertised on ParentPay (Kate A).**
- **Florists to be approached re donations of cellophane (Sally).**
- **Teachers to be made aware of what time they are visiting the gift sale (Kate A).**
- **Raffle tickets to be purchased (Sarah).**

Book Sale

- Staff to look through pre-sale to get books for book corners/classrooms (these can provide valuable resources to the pupils in their classrooms).
- 100 Book List to be emailed out to parents of relevant year groups (there is a list of books aimed at each year group that the children would benefit from greatly. We plan to send out the lists to parents in the hope we may be donated them for classrooms).

Action to be taken:

- **Staff to be made aware to look through book donations prior to sales (Kate A).**
- **100 Book List to be emailed out to parents of relevant year groups (Kate A).**

Next Cake Sale

- 05.04.19 – Donations from Year 5 and Reception.
- Need more people to help (set up and sell cakes after school). 6 adults last time. Year 6 children? More parents?
- Year 5/Reception reps to try to recruit helpers.
- Year 6 to set tables out again. New formation – 'O' shape with helpers in the middle to spread out customers.
- Helpers for the event??

Action to be taken:

- **Year 5/Reception reps to try to recruit helpers (Kate C/Pippa/Emily).**
- **Year 6 to set tables up.**
- **Who is helping at the event???**

Smarties Challenge

- Friends to give each child a tube of Smarties at the end of this term.
- Children to fill with 20p's/£1 coins/spare change that will fit in the tube.
- Rewards for doing jobs around the house, other family members, sponsored events.
- Big earner – need to explain it's a choice with no obligation
- We hope to get tubes of smarties donated enough for each child to take home and enjoy. In return we ask that as many of you as possible can try to refill the tube with money and return to the school. This is a fantastic way of raising money.
- Pippa/Sarah sourcing donations of Smarties from supermarkets.
- Prize for one child in each class (prize to be decided).

Action to be taken:

- **More donations of tubes of smarties to be sought (Pippa/Sarah).**
- **1 x prize for child in each class to be purchased (Pippa/Sarah).**
- **To be advertised on FB (Pippa).**
- **To be advertised on ParentPay (Kate A).**

Disco

- Wednesday 24th April
- Ticket sales to be held before and after school to allow all to purchase. KS2 can also buy during one lunchtime.
 - 02.04.19 - After School **WHO??**
 - 03.04.19 - Before School **WHO??**
 - 03.04.19 - Lunchtime KS2 **WHO??**
- Water and squash included in cost of ticket: £2 for first ticket and then £1 for any siblings
- Richard to DJ
- Refreshments for parents (on sale in library)
- Helpers –
 - Froglets/Reception/Year 1:
Pippa, Sarah, Laila, Claire, Ellie, Laura Boak, Emily, Sally
 - Year 2/Year 3/Year 4:
Pippa, Sarah, Zoe, Alan, Ellie, Laura Boak, Tina W, Rachel, Laila
 - Year 5/Year 6:
Pippa, Sarah, Tina, Emily, Martin
- Staff from each year group expected to attend
- Parents can stay if they want to, we will have refreshments available to buy from the library

Action to be taken:

- Visit Brunel Estate for party wholesalers for Disco
- Squash to be purchased (???)
- Sweets/crisps to be purchased (???)
- Glow toys to be purchased (???)
- Refreshments for parents to be purchased (???)

<p>Future Events & Plans</p>	<p>Panto Tickets</p> <ul style="list-style-type: none"> • Pippa has sourced Panto Tickets for Christmas (Princess Theatre Torquay) to sell to families £12.75 is our cost price, will discuss sale price in future. <p>Bags to School</p> <ul style="list-style-type: none"> • Bags for people to fill with old clothes and bedding etc, B2S then collect and we get money depending on the weight of the bags. All agreed this was a positive idea – will book first date. <p>Bag Packing</p> <ul style="list-style-type: none"> • Morrisons Teignmouth offered us a bag packing slot (pupils and helpers can offer to help pack bags in return for a donation to the PTA). Look for a date in the future. <p>Summer Event</p> <ul style="list-style-type: none"> • To be discussed at future meetings, but a few ideas to make it more of an event: a summer festival instead, bands/music, food stalls, festival fancy dress? <p>Christmas Trees</p> <ul style="list-style-type: none"> • Laila knows where we can get some small Christmas trees for each class/year group to decorate. Decorations could then be sold at a Christmas Fair. To be discussed in future.
	<p>Action to be taken:</p> <ul style="list-style-type: none"> • Book first B2S collection date (Pippa).
<p>Fundraising Purpose</p>	<p>Outdoor equipment</p> <ul style="list-style-type: none"> • All shown possible outdoor equipment ideas and all support (fireball hoop/large piece of playground equipment/outdoor shelter or classroom). • Would be good for parents and children to see the goal of all the fundraising we are doing ASAP and to possibly publish future ideas.
<p>A.O.B</p>	<ul style="list-style-type: none"> • Minutes agreed from 11/02 • School Lottery - Brought by Tina, funding for school. To be looked at for possible implementation in September.
<p>DATE OF NEXT MEETING:</p>	<p>Tuesday 30th April - 7pm</p>
<p>Venue:</p>	<p>Martin to confirm</p>