

# Friends of St Michael's School

## Committee Meeting Minutes

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| <b>Date:</b> Tuesday 30 <sup>th</sup> April 2019  | <b>Time:</b> 7 – 8.45 pm  | <b>Venue:</b> The Royal British Legion, Kingsteignton |
| <b>Attendees:</b> Pippa Vallance (PV), Sarah Dodd (SD), Sherri Cooke (SC), Laura Beer (LB), Emily Taylor (ET), Richard Taylor (RT), Carrie-Anne Labdon (CL), Samantha Croxall (SC), Martin Hoare (MH), Rebecca McCoy (RM), Richard Seymour (RS), Alice Blackmore (AB), Kenna ? (K), Hannah Bray (HB), Beth Holmes (BH), Laura Boak (LB), Laila Underwood (LU), Alix Harding (AH), Kate Arnold (KA), Hester Watkins (HW), Amy Perrings (AP), Becky King (BK), Will King (WK), Nicki Hall (NH), Claire Jury (CJ). | <b>Apologies:</b> Ellie Little (EL), Zoe Leonard (ZL), Hannah Couch (HC), Tina Warren (TW), Rachel Moxham (RM), Kate Collins (KC), Katie Thorne (KT), Sally Clapp (SC). | <b>Correspondence:</b> NONE                           |

| Topic | Discussion  | Action   | Who?                          |
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|       | A brief outline of the facts  | Clear, but brief list of actions to be taken   |                               |
| 1     | <b>Welcome and introduction to the meeting</b> <ul style="list-style-type: none"> <li>Pip and Sarah welcomed everyone to the meeting and new attendees introduced themselves.</li> <li>Everyone agreed the minutes of the last meeting.</li> </ul>  | NONE   | N/A                           |
| 2     | <b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>Emily updated all on the bank balance – currently £2553.98. All expenditure taken out already and a few more Smartie tubes to be collected and counted.</li> </ul>   | <ul style="list-style-type: none"> <li>Smartie tubes to be collected and counted.</li> <li>Money to be paid in to bank account.</li> <li>Smarties total to be updated.</li> <li>Thank you letters to be sent to contributors.</li> </ul> | KT<br>KT<br>ET<br>PV/SD/SC/HC |
| 3     | <b>Review of recent activities</b> <ol style="list-style-type: none"> <li> <b>Comic Relief Book Sale</b> <ul style="list-style-type: none"> <li>Raised £ 21.94</li> </ul> </li> <li> <b>Mother's Day Gift Sale</b> <ul style="list-style-type: none"> <li>Raised £539.08 + £ 76.85 from the cake raffle.</li> <li>Fantastic feedback from majority of parents, staff and children.</li> <li>Next time - Teachers to have a hall layout &amp; plan ahead of time so that they can share it with the children ahead of arriving in the hall.</li> </ul> </li> </ol> |  |                               |

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|  | <ul style="list-style-type: none"> <li>• Stash of cheaper presents to be kept to one side specifically for those children who do not bring any money. We want all children to be able to choose a gift.</li> <li>• Reception children were a little overwhelmed so possibly send the children down in smaller groups or take a selection of gifts to Froglets and Reception.</li> <li>• Labelling the gifts when the children had purchased them worked really well.</li> <li>• 1 gift per child - any remaining gifts to be sold at the end of the day.</li> <li>• Look at more eco friendly wrapping in future but not for Father's Day as it is too soon and we have lots of wrap left!</li> </ul> <p><b>c. R &amp; Y5 Cake Sale</b></p> <ul style="list-style-type: none"> <li>• Laura Beer is now cake sale co-ordinator.</li> <li>• Raised £159.57</li> <li>• Laura reported that the cake sale went well, but lots left over, this could have been because of the weather and it was inside? Also last day of term.</li> <li>• Ensure home-made cakes and cakes with shorted shelf life are displayed and sold first as we may be able to keep ones with longer date for next cake sale if too many cakes!</li> <li>• Discussion around larger cakes and some being worth more than £2.50. Alice suggested raffling the larger cakes off on the Facebook page, photos to be taken in the morning and posted online. Highest bid at 3pm to win (make sure we screenshot the winner).</li> </ul> <p><b>d. Pre-loved Sale</b></p> <ul style="list-style-type: none"> <li>• Ellie Little is now pre-loved co-ordinator.</li> <li>• First sale raised £23.00.</li> <li>• More donations always needed.</li> <li>• Suggested that one rail is left up with a selection of clothes on in Ash Class constantly. This can then be wheeled out into the playground (outside office) possibly once a week on differing days. Honesty pot with price list left out for parents who cannot attend preloved sales or events.</li> <li>• Friends to sell preloved items at the New Parent Meeting.</li> <li>• Alice has two clothes rails and we still need more hangers so any donations welcome.</li> </ul> | <ul style="list-style-type: none"> <li>• Larger cakes to be photographed to be auctioned off on facebook on the day of the cake sale.</li> <li>• Request more donations in newsletter.</li> <li>• Clothes rail and honesty box to be displayed once per week.</li> <li>• Collate selection of pre-loved for New Parent Meeting.</li> <li>• List of current stock to be collated and sent home to parents with an order form attached to the bottom so that parents who are not in the playground often can access this.</li> </ul> | <p>????</p> <p>PV/SD<br/>EL???</p> <p>PV/SD<br/>EL???</p> |
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|   | <p><b>f. Summer Raffle</b></p> <ul style="list-style-type: none"> <li>Informed committee that the decision had been made between KA, PV &amp; SD that we would not be doing a Summer Fete this year as we do not have the time to organise it. This would be a big event and it is too late in the year to start. Some members disappointed in this. Informed them that we would plan out a calendar of events for the next year soon and we could start preparations much earlier in the year.</li> <li>We will still run a summer raffle and hold a silent auction to raise funds for the school and offer a selection of prizes. Could we tie this in with enterprise day? KA informed unsure if enterprise day will run this year.</li> </ul> <p><b>g. Madagascar Tickets</b></p> <ul style="list-style-type: none"> <li>Not discussed at this meeting as ran out of time.</li> </ul> | <ul style="list-style-type: none"> <li>Date of raffle to be decided.</li> <li>Raffle tickets to be ordered.</li> <li>Prizes to be sourced.</li> </ul> <p>Send message to rest of committee informing them of this.</p>                              | <p>KA/PV/SD<br/>???</p> <p>PV/SD/SC/HC<br/>Anyone else??<br/>PV</p> |
| 5 | <p><b>Fundraising Goal</b></p> <ul style="list-style-type: none"> <li>Committee reminded of fundraising goal as discussed at last meeting and included in newsletter. Initial purchase to be the fireball hoop as it is a big visual piece that parents and children can instantly see what the money has been used for. Meeting date being confirmed with playground planner for more info re additional playground equipment and outdoor shelter. Info to be shared at next meeting.</li> </ul>   | <ul style="list-style-type: none"> <li>Confirm meeting date with playground planner.</li> <li>Share information with committee at next meeting.</li> <li>Price for plaque to say 'donated by' researched</li> </ul>                                 | <p>PV<br/>KA/PV/SD<br/>???</p>                                      |
| 6 | <p><b>Fundraising Ideas for 2019 – 2020</b></p> <ul style="list-style-type: none"> <li>Not discussed at this meeting as ran out of time. To be discussed at next meeting.</li> </ul>  |   |   |
| 7 | <p><b>AOB (Any other business)</b></p> <ul style="list-style-type: none"> <li>Suggestion Box for parents to suggest things they want discussed at the Friends meetings.</li> <li>School newsletter – friends' events to be included in this as well as on our own monthly newsletter.</li> <li>Notice board – KA mentioned possibility of us having an external noticeboard in the playground.</li> <li>Minutes – all on school website and send out to committee members.</li> <li>Survey – survey of parents skills/interests/ways of support to be written in the future.</li> <li>Hot drinks – Urn seen as dangerous to be left unattended. Discussion about alternative jugs etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Do school have a noticeboard that we can use already?</li> <li>Remind parents where minutes are published.</li> <li>Hot drink jugs with screw on lids etc to be researched prior to next meeting.</li> </ul> | <p>KA<br/>PV/SD<br/>???</p>   |
| 8 | <p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>Wednesday 5<sup>th</sup> June 19:00 at the Royal British Legion, Kingsteignton</li> </ul>   | <ul style="list-style-type: none"> <li>Date to be advertised to parents.</li> </ul>   | <p>KA/PV/SD</p>   |