

# Friends of St Michael's School

## Committee Meeting Minutes

<b>Date:</b> Thursday 13 <sup>th</sup> June 2019	<b>Time:</b> 7 – 8.30 pm	<b>Venue:</b> The Royal British Legion, Kingsteignton
<b>Attendees:</b> Pippa Vallance (PV), Sarah Dodd (SD), Sally Clapp (SC), Hannah Couch (HC), Tina Warren (TW), Sherri Cooke (SC), Laura Beer (LB), Emily Taylor (ET), Richard Taylor (RT), Samantha Croxall (SC), Alice Blackmore (AB) & Hannah Bray (HB).	<b>Apologies:</b> Ellie Little (EL), Zoe Leonard (ZL), Rachel Moxham (RM), Kate Collins (KC), Katie Thorne (KT), Laila Underwood (LU), Martin Hoare (MH), Kate Arnold (KA), Claire Jury (CJ), Hester Watkins (HW), Amy Perrings (AP), Beth Holmes (BH), Alix Harding (AH), Becky King (BK), Will King (WK), Rebecca McCoy (RM), Laura Boak (LB) & Nicki Hall (NH).	<b>Correspondence:</b> Email from KT re resignation.

Topic	Discussion	Action	Who?
	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>PV &amp; SD gave apologies from members unable to attend.</li> <li>No new faces to welcome tonight.</li> <li>Minutes from previous meeting agreed.</li> <li>Discussed Facebook as a positive space and any negative comments or feedback being given privately, not publicly. Any thoughts/opinions/suggestions to be messaged or discussed with committee member face to face.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes to be posted on school website.</li> <li>SC to include section in newsletter about Facebook remaining positive.</li> <li>Class representatives to ensure this is known to each year group and to make sure they are known to parents.</li> </ul>	PV SC  CLASS REPS
2	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>£3171 currently in account (up to date bar Father's Day Sale)</li> <li>KT has stepped down as joint-treasurer. ET happy to continue in role on her own</li> </ul>	<ul style="list-style-type: none"> <li>KT asked to remove her name from the bank account and to make any arrangements to change the names/signatures as necessary.</li> </ul>	KT
3	<b>Father's Day Gift Sale</b> <ul style="list-style-type: none"> <li>Fathers Day Gift Sale – almost all sorted. Less donations than Mothers day as most seemed to be shop bought specifically for the donation.</li> <li>Friends had to purchase lots of gifts for this so we are aware that the profit won't be as high for this as Mother's Day.</li> <li>Poundland – PV has gained a contact at Poundland Newton Abbot where they will donate their ex stock to us.</li> <li>HobbyCraft to do the same as Poundland.</li> </ul>	<ul style="list-style-type: none"> <li>Friends to source gifts when on offer throughout the year ready for next year to increase out profit. Confirm purchases with PV/SD.</li> <li>Liaise with Poundland and Hobbycraft</li> </ul>	ALL  PV



	<ul style="list-style-type: none"> <li>- School have requested 15 new Chromebooks to be purchased, this would take the school Chromebook total to 60.</li> <li>- Discussion over items being more for older children than KS1. If the additional chromebooks were purchased the iPads from KS2 could be given to KS1 for them to use.</li> <li>- A large amount of money to commit to at the moment with our other expenditures.</li> <li>- Suggested we buy half initially (7 = £1849). Staff raised that then they still wouldn't have a whole year group set so may prove frustrating.</li> <li>- Committee voted an agreed to purchase 7 initially and the other 8 soon. Staff suggested that school could fund the other 8 to start with and then we pay them back?</li> <li>• <b>Year 6 Leavers Hoodies</b></li> <li>- Committee voted and all in favour of purchasing the hoodies in full as a gift from the Friends.</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for the fifteen Chromebooks to be purchased and discuss with KA/JS about paying for just the 7 to begin with.</li> <li>• Prices for 2019 hoodies to be shared with committee.</li> </ul>	<p>HB/AB</p> <p>HB/AB</p>
8	<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>• PV raised that there are loads of grants out there that we could apply for but we need someone to do this. Do we know anyone who does this kind of thing as a job?</li> <li>• Sherri C raised that Warburtons give Community Grants.</li> <li>• Suggestion that DCC will have a list of grants that we could apply for.</li> </ul>	<ul style="list-style-type: none"> <li>• Facebook post &amp; newsletter post</li> <li>• Gain further information on how this works.</li> <li>• Apply to DCC for grant list</li> </ul>	<p>PV/SC/HC</p> <p>Sherri C</p> <p>HC</p>
9	<p><b>Event Shelter update</b></p> <ul style="list-style-type: none"> <li>• RT did lots of research into this.</li> <li>• Coleman event shelters look good but too complex to put up for short times.</li> <li>• Various prices - £350 for a good one?</li> <li>• Could we get any donated? Homebase? Gazebo Shop? Jack's Patch?</li> <li>• If not, leave it until end of summer when they may be reduced?</li> </ul>	<ul style="list-style-type: none"> <li>• Ask in Homebase (due to contact there).</li> <li>• Write a letter to Gazebo Shop/Jack's Patch asking about the possibility of a Gazebo being donated.</li> </ul>	<p>Sherri C</p> <p>HC</p>
10	<p><b>Future Event Ideas</b></p> <ul style="list-style-type: none"> <li>• Shared next years annual plan of events with committee – any further ideas?</li> <li>• Next Fashion Show?</li> <li>• Tea and Tissues/ Coffee &amp; Croissants for new reception parents – some morning, some afternoon to cover both sessions</li> <li>• School's Lottery</li> <li>• Christmas shopping trip – (bingo/raffle/refreshments on the coach)</li> </ul>	<ul style="list-style-type: none"> <li>• Look into how the Next fashion show works and what we need to do to organise</li> <li>• Further discussions needed about how to organise this &amp; what to provide.</li> <li>• More information needed about the scheme.</li> <li>• Speak to parent with coach contacts in school.</li> </ul>	<p>TW</p> <p>PV/SD/KA</p> <p>???</p> <p>HB</p>

	<ul style="list-style-type: none"> <li>Class sweetie jar – each class has a sweetie jar, throughout the term all ch/n bring in their shrapnel to pop into the jar. The class with the most money in wins a prize or gets to keep their money – finer details would need to be decided.</li> <li>Quiz night? Rugby club or RBL so school staff not needed.</li> <li>Christmas film and Popcorn from the PTA (during the school day)</li> <li>Terracycle – packet of crisp recycling thing</li> <li>Bag2School – one collection each term after the success of the last one. PV already booked Autumn term date. Sarah to coordinate from now on.</li> </ul>	<ul style="list-style-type: none"> <li>More information needed about the scheme.</li> </ul>	<p>Samantha C</p> <p>SD</p>
11	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Year 6 Leavers Performances – are we going to provide refreshments at these? Agreed to sell drinks (will def need cold ones as gets so hot inside with the number of people in the audience) &amp; some kind of cake/snack. Cold drinks leftover from Sports Day &amp; tea/coffee leftover from Disco to be used. Sally C to organise.</li> </ul>	<ul style="list-style-type: none"> <li>Milk &amp; snacks to be purchased.</li> <li>Float for each day to be provided.</li> <li>Helpers for each day to be requested (3/4 needed?).</li> </ul> <p>Mon 15<sup>th</sup> 6pm @ school – Sally, ???</p> <p>Tues 16<sup>th</sup> 1.45 pm @ school – Emily, Laura Be, ???</p> <p>Thurs 18<sup>th</sup> 6pm @ Teign – Sally, Sherri,???</p>	<p>SC/??</p> <p>ET</p> <p>SC/CLASS REPS for Y5/6</p>
12	<p><b>Next meeting</b></p> <p>Tuesday 9<sup>th</sup> July 19:00 at the Royal British Legion, Kingsteignton</p>	<p>Date to be advertised to parents.</p>	<p>PV/SD/KA</p>