

Friends of St Michael's School

Committee Meeting Minutes

Date: Tuesday 9 th July 2019	Time: 7 – 8.45 pm	Venue: The Royal British Legion, Kingsteignton
Attendees: Pippa Vallance (PV), Sarah Dodd (SD), Sherri Cooke (Sherri C), Laura Beer (LB), Richard Taylor(RT) , Samantha Croxall (Sam C), Martin Hoare (MH), Laura Boak (LB), Alix Harding (AH), Amy Perrins (AH), Claire Jury (CJ) & Hannah Couch (HC)	Apologies: Kate Arnold (KA) Hester Watkins (HW) Emily Taylor (ET) Becky King (BK) Kate Collins (KC) Nikki Hall (NH) Hannah Bray (HB)	Correspondence:

Topic	Discussion	Action	Who?
	A brief outline of the facts	Clear, but brief list of actions to be taken	
1	Welcome and introduction to the meeting <ul style="list-style-type: none"> ● PV and SD welcomed everyone to the meeting. ● No new attendees. ● Apologies given. ● Everyone agreed the minutes of the last meeting. 		
2	Treasurer's Report <ul style="list-style-type: none"> ● Rich (in Emily's absence) updated all on the bank balance – currently £5235.17. This includes money to be paid to the theatre for tickets and also ball shooter. ● As over £5000 we now need to apply for charity status. PV asked for a volunteer to do this. ● Still some raffle money in the safe waiting to be counted (along with silent auction money) so no final total for raffle as of yet. ● Easyfundraising – got £17.48 donation in the account with only 2 people signed up. PV suggested that this needs to be advertised more. 	<ul style="list-style-type: none"> ● Apply for charity status. ● Easyfundraising to be advertised regularly on facebook. ● Easyfundraising to be advertised regularly in newsletter. ● Separate information re using Easyfundraising to be produced and sent to all parents & staff. 	<p>MH</p> <p>PV Sally C/HC PV</p>
3	Roles & Responsibilities <ul style="list-style-type: none"> ● Class Reps 2019-2020 – who would like to continue? Which year groups do we need to recruit for? Revisited role of class reps in 	<ul style="list-style-type: none"> ● Send out an advert to recruit class reps for vacant positions. 	PV/SD

	<p>sharing information with parents in their respective classes & recruiting a wider range of helpers from each class.</p> <p>Froglets - VACANT Reception – Kat Marshall & VACANT Year 1 - Amy Perrins (AP) & Kate Collins (KC) Year 2 - Claire Jury (CJ) & Laura Boak (LBo) Year 3 - Tina Warren (TW), Zoe Leonard (ZL) & Laura Beer (LBe) Year 4 - Sherri Cooke (Sherri C) & Lucy White (LW) Year 5 - VACANT Year 6 - Emily Taylor & VACANT</p> <p>Leaders</p> <ul style="list-style-type: none"> ● Accounts – Emily Taylor (ET) ● Cake Sales – Laura Beer (LBe) ● Pre-Loved Sales – Ellie Little (EL) ● Raffle – Samantha Croxall (SamC) ● Flyers – Paul Clapp (PC) ● Event Feedback – Samantha Croxall (SamC) ● Bag2school – Sarah Dodd (SD) ● Easyfundraising – Pip Vallance (PV) ● MyNametags – Pip Vallance (PV) ● Christmas Cards – Laura Boak (LBo) ● Discos – Emily & Richard Taylor (ET & RT) ● Newsletters – Sally Clapp & Hannah Couch (Sally C & HC) 		
4	<p>Future Event Planning</p> <p>a. Year 6 Leavers Refreshments</p> <ul style="list-style-type: none"> ● Sally to lead. ● Cold drinks and pots of popcorn to be sold for 50p each. ● Helpers Monday 6pm – Sally & Laura Bo <p style="padding-left: 40px;">Tues 1.45 – Laura and ??? Thursday 6pm - Sally & Sherri</p> <p>b. Tea and Tissues – for new reception parents.</p> <ul style="list-style-type: none"> ● Hannah to lead. ● Fri 6th Sept AM and PM session 	<ul style="list-style-type: none"> ● Buy refreshments. ● Advertise to parents. <ul style="list-style-type: none"> ● Finish writing welcome poem. ● Advertise to new parents. ● Flyer to be made. 	<p>Sally C Sally C & PV</p> <p>HC HC/Sally C Paul C</p>

	<ul style="list-style-type: none"> ● AM – Hannah, Martin, Laura Beer & Amy Perrins. ● PM - Hannah, Martin, Laura Beer, Amy Perrins& Pip Vallance. ● Tea, coffee, sugar & cups already in our stock cupboard. <p>c. Penny Wars Challenge – new fundraising idea that lots of other PTAs do.</p> <ul style="list-style-type: none"> ● Each Class has sweet jar and children bring in their spare pennies (1p/2p/5p) to donate to the jar. ● Discussion around what winning class would receive etc. Needs more discussion – agreed to discuss again at next meeting. No decision Made today as needs more of a discussion <p>d. Disco – not discussed today.</p> <p>e. Christmas Raffle</p> <ul style="list-style-type: none"> ● Samantha happy to coordinate again and looking at best ways to record contact details to be able to mail merge and send requests out in a more streamlined way. ● Date needs to be set before we can do much more. <p>f. Christmas Cards</p> <ul style="list-style-type: none"> ● Laura Boak happy to research this. ● Dicsussion over more money for school and more admin or less money for school and therefore less admin. Options to be explored. 	<ul style="list-style-type: none"> ● Snacks to be sourced. <ul style="list-style-type: none"> ● Add to agenda for September meeting. ● Committee members to do research into various ways of running the challenge ready to discuss options in Sept. <ul style="list-style-type: none"> ● Add to agenda for September meeting. <ul style="list-style-type: none"> ● Agree date with Kate for raffle to take place. <ul style="list-style-type: none"> ● Research options available. 	<p>HC</p> <p>PV/SD ALL</p> <p>PV/SD</p> <p>PV/SD/KA</p> <p>LBo</p>
5	<p>AOB</p> <p>Pre-Loved</p> <ul style="list-style-type: none"> ● Double rail still missing. Much better quality than the single one we are currently using & also allows for more items to be stored easily. ● More stock needed. ● Someone raised the question of what happens to lost property at the end of the year – can it now be donated to us rather than the charity shop? 	<ul style="list-style-type: none"> ● Ask Rumen/James if they have seen the rail. ● Message to all staff re rail if no luck with James/Rumen. ● Facebook request for more donations. ● Newsletter request for more donations. ● Check the quality of donations - no chewed sleeves/stains. ● Check if unclaimed lost property can be given to us at end of term. 	<p>AH KH PV Sally C/HC EL AH</p>

