

# Friends of St Michael's School

## Committee Meeting Minutes

<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), Richard Taylor (RT), Samantha Croxall (SC), Martin Hoare (MH), Laura Boak (LB), Claire Jury (CJ), Kate Arnold (KA), Hannah Bray (HB).	<b>Apologies:</b> Hester Watkins (HW), Emily Taylor (ET) Becky King (BK), Nicki Hall (NH), Zoe Leonard (ZL), Amy Perrins (AP), Tina Warren (TW), Ellie Little (EL), Lucy White (LW), Sally Clapp (SC).	<b>Correspondence:</b> Bag2School email

Topic	Discussion A brief outline of the facts	Action Clear, but brief list of actions to be taken	Who?
1	<b>Welcome and introduction to the meeting</b> <ul style="list-style-type: none"> <li>PV and SD welcomed everyone to the meeting</li> <li>No new members</li> <li>Apologies given (see above)</li> <li>Everyone agreed the minutes from the last meeting</li> </ul>	NONE	N/A
2	<b>Treasurer's Report</b> <ul style="list-style-type: none"> <li>RT updated all on the bank balance currently £6573.88.</li> <li>Elysia paid in £43.96 this was her 10% contribution to the PTA for school sales that she offered.</li> <li>Part of Bath coach payment still to go out. Sold 37 tickets so far, coach seats 49 need to sell a few more to break even on ticket sales alone.</li> </ul>		
3	<b>Spending</b> <ul style="list-style-type: none"> <li><b>Chromebooks</b> - PV raised point re rather than school buying them all now and then us paying them back it would be better to do when we can pay for them all then we are not fundraising for something that we already have. Everyone agreed. All agreed to pay for Chromebooks as soon as possible.</li> <li><b>Hoodies</b> - All agreed that they will be ordered so they are ready for January instead of waiting until the summer term. They should cost about £10/£15 each, depending on the size needed for each child.</li> <li><b>Notice Boards</b> – PV had looked into purchasing 2 external noticeboards as agreed previously however they were averaging</li> </ul>	<ul style="list-style-type: none"> <li>Email Jim at school to arrange ordering the chromebooks.</li> <li>Hoodie order to be finalised.</li> <li>Speak to James (caretaker) about getting a new notice board made and moving the existing one, Laura Boak (LB)</li> </ul>	PV  Jayne (office)  PV/LBo/SCo

	£500 each. KA suggested that we could utilise an old unused board that is already at school. Get a new board made and move the notice board to a more prominent position	had seen a good notice board at Ogwell Primary that was a window, Sherri Cooke (SC) has asked the Window Centre at Trago if they can donate an old window to create the notice board.	
4	<p><b>Future Event Planning</b></p> <ul style="list-style-type: none"> <li>• <b>Christmas Shopping Trip</b> – 37 Tickets sold need to sell 2 more to break even (there are 49 seats available) – McDonalds are donating the orange juice and Tesco donating the Croissants for the Breakfast bags – PV said another school had done a raffle where people bought a raffle ticket for £1 and the winner got half the money, PTA kept the other. Everyone agreed this was a good idea.</li> <li>• <b>Christmas Raffle</b> – Samantha (SC) has organised 48 prizes worth £1500 already still chasing up some of the prizes.</li> <li>• <b>Christmas Performance Refreshments – Sarah to lead.</b> Mince Pies and Hot Drinks for EYFS and Key Stage 1 performances. Also use stock of cold drinks, crisps &amp; sweets to sell. Refreshments to be sold under the gazebo. Monday 2<sup>nd</sup> Dec – 1.45 at Oakford Wednesday 4<sup>th</sup> Dec – 1.45 Oakford Thursday 5<sup>th</sup> Dec – 2.15 School Wednesday 11<sup>th</sup> Dec - 2.15 School Thursday 12<sup>th</sup> Dec – 2.15 School</li> </ul> <p><b>Helpers</b> <b>Monday 2<sup>nd</sup> Dec -</b></p> <p><b>Wednesday 4<sup>th</sup> Dec -</b> Dawn and Laura Beer (possibly)</p> <p><b>Tuesday 5<sup>th</sup> Dec -</b> Laura Beer, Laura Boake and Claire Jury</p> <p><b>Wednesday 11<sup>th</sup> Dec -</b> Laura Beer (Possibly) &amp; Sarah Dodd</p> <p><b>Thursday 12<sup>th</sup> Dec -</b> Claire Jury &amp; Laura Boake</p> <p>KA agreed Volunteers should have a reserved seat for performances</p>	<ul style="list-style-type: none"> <li>• Advertise on Ipplepen and Marldon Facebook pages and in the staff room</li> <li>• Let Laura Beer (LB) know which croissants they want Tesco to donate - can choose Almond, Chocolate or Plain.</li> <li>• Raffle letter to be sent out to parents.</li> <li>• Remaining prizes to be collected.</li> <li>• Finalise helpers for each performance.</li> <li>• Source drinks &amp; mince pies.</li> <li>• Reserved seat signs to be added to front row seats for helpers at each performance.</li> <li>• Gazebo to be ordered.</li> </ul>	<p>KA</p> <p>PV</p> <p>PV/SD</p> <p>SD</p> <p>SD</p> <p>KA</p> <p>PV/JS</p>
5	<p><b>Review Actions</b></p> <ul style="list-style-type: none"> <li>• <b>Charity Status</b> - MH Almost ready for charity status application to be submitted.</li> </ul>	<ul style="list-style-type: none"> <li>• ET to send copies of the accounts to MH and then we will almost be ready to go.</li> </ul>	ET/MH

	<ul style="list-style-type: none"> <li>• <b>School Lottery</b> – Lottery starts this Saturday 9<sup>th</sup> November 2019. TW has put some posters up and a press release will be done after Saturday.</li> <li>• <b>Bunting</b> – is coming along nicely Lucy White is leading this one.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee members to put up posters in the local are/at their place of work if they volunteered to do so.</li> <li>• Continue making more bunting.</li> </ul>	ALL LW & group
6	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Christmas Cards</b> - Approx £410.50 commission to be made on the Christmas Orders Well done to Laura Boak for organising and raising so much money.</li> <li>• <b>Bags for Schools</b> – it had been raised that there were some concerns about where the bags for schools were going once they had been collected PTA has listened and addressed this. All committee members present voted in favour of continuing to use bags for school.</li> <li>• <b>Eco Party Packs</b> - Sally Clapp wants to purchase some plates, bowls etc from Ikea and use them for events and loan them out to parents. Sally happy to take the lead on this. Concerns were raised about the cost implications of SC using her own dishwasher/Electricity to wash packs.</li> <li>• <b>FOSM 1<sup>st</sup> Anniversary in February</b> - Laura Beer and Martin Hoare brought about having a FOSM 1<sup>st</sup> Anniversary Party/Get together to celebrate that we have been up and running for a year. Everyone agreed this would be lovely to do.</li> <li>• <b>Friday Cake Sale</b> – Need more helpers Laura Beer to set up 2.15 with Pip Vallance Sarah Dodd after assembly Hannah can help after 3.15 Carrie-Anne can help</li> <li>• <b>Secretary</b> – Sherri Cooke stood down as secretary due to family commitments. KA said staff could cover this for future meetings and AB will be back after maternity leave, possibly in June.</li> </ul>	<ul style="list-style-type: none"> <li>• Send order form off.</li> <li>• Email parent concerned to share feedback from the committee.</li> <li>• Speak to kitchen manager Marie about potentially using the kitchen dishwasher for this but otherwise everyone in agreement for this.</li> <li>• Discuss possible dates and venue.</li> <li>• Another plea on Facebook for year 4 parents to help, Emma Gibbs has offered to help and join PTA – Lucy white going to chat with her to confirm if she wants to join.</li> <li>• Confirm who is taking minutes at the next meeting,</li> </ul>	LBo PV/SD/KA SD and SC RT & MH LW PV/SD
7	<b>Date of next meeting</b>	Tuesday 14 <sup>th</sup> January 2020 – British Legion @ 7pm	
8	<b>Close of meeting</b>  Sarah and Pip thanked everyone for attending		