

Minutes for FOM AGM Meeting

Wednesday 8th July 2015

Present: Mrs Ansty, Pippa Burnett, Claire Gill, Vanessa Rudd, Gill Stephenson, Gemma Parkin, Homa Taylor, Helen Williamson, Daniela Murtatroyd, Sarah Yuill, Laura Ellington

Apologies: Sue Morris, Alison Hodgson, Anita Ford, Angela Reid, Laura Halls, Nicola Riding, Heather Norbury, Ali Baugh, Jane Parker, Debra Burns, Annie Kenyon

Minutes: Gill Stephenson

Item		Action
Summer BBQ	<p>Year 2 event</p> <p>All on track for BBQ on the 17th July. In the event of poor weather it is hoped that there will be access to the area outside the hall (undercover) by then – everyone will need to go via the library if the side access isn't fenced off/landscaped by then. The gazebos are out already and leaflets have gone out in book bags</p> <p>Need to have a means of putting volunteer names down on a 20 minute rota on the BBQ to ensure everyone in Year 2 gets to enjoy the event</p>	Need to decide nearer the time when weather forecasts are more accurate exactly how the event will be run and where BBQs etc will be positioned
Year 6 summer raffle	It is assumed this is not happening	
21 st July picnic for Mrs Ansty	Flyers have gone out in book bags. BYO picnic and drink.	Anita to sort out some music
Constitution	<p>Following the last meeting Claire Gill and Mr Nicholson met to review the existing constitution and prepare a new and more concise edition, which reflects the new vision for the future of FOM.</p> <p>Previously the FOM workload and responsibility for fundraising has fallen on the same few people. To date no chair has stepped forward to take on the role.</p> <p>It should be noted that the constitution has changed significantly. The key changes are:</p> <ul style="list-style-type: none">• A change in the role of the chair was discussed and agreed in principle (at the previous meeting) to make the chair a less time consuming role and therefore, it is hoped, a more appealing one!• Moving forward each class will be	<p>We still need to find a chair and a secretary for next year!</p> <p>Communication needs to go out urgently (before the end of term) to advertise for the role of chairperson (with a clear 'job description' and clarification of how the role differs from what has preceded it) and for a new secretary.</p> <p>A detailed and specific communication to go out to parents with the following information:</p> <ul style="list-style-type: none">• Details of the key changes to the FOM constitution (see details in these minutes)• Each class will now have responsibility for organising specific FOM events. Larger

	<p>allocated responsibility for organising specific events through the calendar year</p> <ul style="list-style-type: none"> • The communication about which classes are to organise which events will be sent by the chair to the whole class and it will be their joint responsibility to organise the event as they see fit – it is hoped this will also bring fresh ideas and enthusiasm to FOM • Moving forward all parents will automatically become members of FOM when their child joins the school – this will ensure that everyone gets communication about upcoming events • The tenure of the role of chair, treasurer and secretary has been reduced from 2 years to 1 year <p>It was also noted that Mini FOM is also 'taking a break'</p> <p>The role of chair has also changed significantly. Moving forward the role will involve:</p> <ul style="list-style-type: none"> • Delegating events to each class • Liaising with parents in each class to ensure events are delivered • Share the file of contacts/advice for each event on what has been done previously (for reference if required) • Head up the half termly meeting <p>The role of secretary has also been clarified:</p> <ul style="list-style-type: none"> • FOM half termly meetings to be organised by the secretary • Look after FOM files • Write and distribute minutes from the meeting to all FOM members and ensure they go on the website for everyone to read • It was decided that we should have a FOM email address which will move with the secretary to ensure contacts/details are held in a single account. Check FOM email regularly 	<p>events (eg. Christmas and Spring fair will be organised by the whole school which each class taking responsibility for a specific element of the event)</p> <ul style="list-style-type: none"> • Suggestion that children can also help parents in each class to organise events – engender a sense of pride in their class event • Detailed description of what the new chairperson role will (and won't) involve (see details in these minutes) • In addition a note to say parents in any class shouldn't be shy in putting forward ideas for other fund raising events eg. Smarties tube, ice lolly sales (and ideally some other non-sugar based events!!) <p>Last, but by no means least:</p> <ul style="list-style-type: none"> • Call for nominations for the new role of chair <p>Enclosed with the letter will be:</p> <ul style="list-style-type: none"> • A copy of the minutes from May FOM meeting (also on website for reference) • School calendar of events and class responsibilities (also to go up on the website) <p>Claire to bring the contacts/advice file up to date to ensure it is a useful reference for future class organisers – then hand it over to the new chair once appointed</p>
Welcome Tea & Cake	Year 1 event	

for reception parents (Friday 4 th September)	<ul style="list-style-type: none"> Gill Stephenson to take a lead in organising the welcome coffee & cake for Reception parents Gil to email letter out to current reception class parents asap to advise them of the date and what is required from class parents (also cc Gemma Parkin) 	
Christmas Fair	All years event Agenda point for next meeting – look at Christmas Fair planning and communicate which classes will organise which activities/rooms It was agreed that Year 6 could organise the games (get the kids involved)	Discuss and agree in Sept meeting
AOB	Ice lolly sales made £61	

Timetable of Events for remainder of 2014/15

Event	When	Assigned Year Group/ Person
BBQ	17 th July	Current Year 2 & 3
Mrs Ansty Picnic	21 st July	

Timetable of Events & class responsibility agreed for 2015/16

Event	When	Assigned Year Group/ Person
Autumn Term		
Early Years New Parents Welcome Tea & Cake	Friday 4 th September	Year 1 (Gill Stephenson)
Christmas card/mugs design	Organise in September (in good time for Christmas)	Year 3/4
Quiz & Curry Night	Friday 16 th October	Year 4
Halloween Disco	Weds 21 st October	Year 2
Christmas Film Night	Thursday 3 rd December	Year 6
Ad hoc Competition/Raffle	In advance of the Christmas Fair	Year 5
Christmas Fair	Friday 27 th November	Each year group to be assigned a room to manage –e.g. crafts, games etc. (to be agreed at next meeting)
Spring /Summer Terms		

Whisky Tasting Night	22 nd or 29 th January	Year 1 Henry Stephenson to confirm preferred date in time for next meeting. Invites to go out mid Nov so they can be bought as Xmas presents. Sell tickets first week after Oct half term
Easter Egg Trail (Beetle Drive with Easter theme if weather is poor)	Sunday 20 th March	Year 5
Mother's Day Treat	Thursday 10 th March	Reception/Nursery
Spring/Science Fair	TBC	Each year group to be assigned a room to manage –e.g. crafts, games etc. Those with particular skills in science to be identified/approached to help (e.g. Sue Crowther)
Hoe-Down family night	19 th May	Year 2
BBQ	22 nd July	Year 3
Summer 'Olympic' Raffle	TBC	Year 6
Film Night	Thursday 23 rd June	Year 4

Date for next FOM Meeting:

Weds 16th September 2015