



FOM meeting minutes  
**Annual General Meeting**

Wednesday 6<sup>th</sup> July 2016

**Present:** Aimee Kenyon, Gill Stephenson, Laura Ellington, Sarah Yuill (Yr 5 rep), Daniela Murgatroyd (Yr 1 rep), Cathy Aston, Sara Rayner, Laura Croft

**Apologies:** Homa Taylor, Claire Gill

**Minutes:** Gill Stephenson

Item	Discussion Points	Action	By whom
Science Fair	<ul style="list-style-type: none"> <li>Really enthusiastic response from all parents – a huge success!!</li> <li>£400 profit – waiting to see if there are any more expenses to come in</li> <li>Discussed whether a different theme each year for a similar styled event might be of interest, e.g. arts &amp; crafts</li> </ul>		
Summer BBQ	<ul style="list-style-type: none"> <li>Assigned to Yr 3 as a lead group but no volunteers have come forward – discussed whether we continue with it or not. In the end decided to go ahead – Laura Croft volunteered to take the lead on organising, but with the aim of getting whole school support to volunteer for different jobs/roles. Vanessa Rudd has a list of 'things to do' from the previous BBQ which she will share with Aimee, who can forward to Laura Croft</li> <li>Message to go out to everyone to say there will be a large board up with all the jobs that need doing, please put your name down to each of the jobs/what you will bring</li> <li>Laura Croft also suggested Linnet Clough might be able to give us their rock climbing wall for use during the BBQ</li> </ul>	<ul style="list-style-type: none"> <li>Get a 'things to do' list together asap!!</li> <li>Once a list of jobs has been decided ask the office to send a message out and ask for volunteers</li> <li>Check availability with Linnet Clough</li> </ul>	<p>Laura Croft</p> <p>Gill</p> <p>Laura Croft</p>

Olympic raffle	<ul style="list-style-type: none"> <li>• Didn't have a raffle last year, but usually have a themed raffle</li> <li>• Each class is assigned a country and creates a gift box from an assigned country. Then brings in a gift from different countries <ul style="list-style-type: none"> <li>○ Great Britain (Early Years)</li> <li>○ USA (Yr 2)</li> <li>○ Italy (Yr 3)</li> <li>○ Australia (Yr 4)</li> <li>○ France (Yr 5)</li> <li>○ China (Yr 6)</li> <li>○ Germany (Yr 1)</li> </ul> </li> <li>• All items to be brought into school by Weds 20<sup>th</sup> July</li> <li>• In exchange for bringing in items for the gift basket children can come into non uniform on Weds 20<sup>th</sup> July</li> <li>• We will need: <ul style="list-style-type: none"> <li>○ Need raffle tickets, ribbons, bow &amp; fruit boxes</li> <li>○ Sell/print out raffle tickets in advance in book bags, in playground and on the night</li> <li>○ Laura Ellington mentioned Canva is a useful resource for creating tickets for events – free if a charity</li> </ul> </li> <li>• Sell raffle tickets in book bags, in the playground and on the night of the BBQ ... then draw the prize at the BBQ</li> </ul>	<ul style="list-style-type: none"> <li>• Get raffle tickets</li> <li>• Need a letter to go in book bags explaining what the raffle is about</li> <li>• Check with Mr Nicolson about non uniform day</li> <li>• Gary to save fruit boxes</li> </ul>	<p>Daniela to ask</p> <p>???</p> <p>Pippa to check</p> <p>Pippa to ask</p>
New commercial manager position	<ul style="list-style-type: none"> <li>• Laura Croft updated the FoM members on her new role as commercial manager for the school. She is looking to find ideas/opportunities for commercial use of the school spaces outside school times e.g lecture space, summer camp, wedding receptions</li> </ul>		
What do we want the events calendar to look like next year?	<ul style="list-style-type: none"> <li>• It was discussed whether we should have fewer events and more variety/fresh ideas to keep enthusiasm up!!</li> <li>• Initial suggestions put forward: Music event? Combine with arts and crafts? Perhaps a summer fair for next year? It was a discussed that perhaps an afternoon family event so there's something for the kids and the grown ups!</li> <li>• Mellor ball not happening this year so is there a gap for something similar?</li> </ul>		

Quiz and Curry	<ul style="list-style-type: none"> <li>Wasn't much 'fun' last year .. questions too difficult and hard to hear ... need different/more fun questions for the next one!</li> </ul>		
FoM calendar/ family planner	<ul style="list-style-type: none"> <li>Need to speak to Jenny to see if she has any ideas/wants to do this again?</li> <li>Logistics of individual photos was quite time consuming for the school, perhaps instead of photos have an art competition or class photos?</li> </ul>	<ul style="list-style-type: none"> <li>Speak to Jenny about options</li> </ul>	Gill
Financials/profit	<ul style="list-style-type: none"> <li>Target for the year was £7,500, last year we raised £6k, and £6,685 in the previous</li> <li>2015/16 we're at £6,675 – if the BBQ goes ahead we should be on target!</li> <li>Top ten most profitable events:               <ol style="list-style-type: none"> <li>Christmas Fair (ALL) £2,701</li> <li>Quiz and Curry (Yr 4) £640</li> <li>Christmas Cards £524</li> <li>S&amp;S Disco (Yr 2) £408</li> <li>Science Fair £395</li> <li>Battle of Pennies (Yr 1) £368</li> <li>FoM calendars (Yr 1) £350</li> <li>Easter tea (Yr 5) £306</li> <li>Whisky tasting (Yr1) £250</li> <li>Utility Warehouse £202</li> </ol> </li> <li>We need to think about gift aid for next year – adds 25% to our profit</li> </ul>		
FoM drop box	<ul style="list-style-type: none"> <li>Non sensitive information needs to be saved somewhere e.g. FoM logo, templates</li> </ul>	<ul style="list-style-type: none"> <li>Set up Dropbox &amp; save FoM logo &amp; templates</li> </ul>	Aimee
Distribution list	<ul style="list-style-type: none"> <li>Pippa and Jim not getting emails – It was suggested we use Mail Chimp for group emailing</li> </ul>	<ul style="list-style-type: none"> <li>Set up email distribution list in Mail Chimp</li> </ul>	Gill
FoM meeting dates	<ul style="list-style-type: none"> <li>Agreed dates for the first term (see below)</li> </ul>	<ul style="list-style-type: none"> <li>Update office for next newsletter</li> </ul>	Gill
New committee posts	<ul style="list-style-type: none"> <li>Chair, Secretary, Treasurer, Class Reps – need a description of each role/post to go in a letter which goes to all parents in book bags asap! (have a handover for the first term)</li> </ul>	<ul style="list-style-type: none"> <li>Each to write a short description</li> <li>Write letter</li> </ul>	Aimee, Laura, Gill & Daniela  Gill

## **Dates for next FOM meetings:**

**Tuesday 13<sup>th</sup> September**

### **Timetable of events scheduled for 2015/16**

<b>Event</b>	<b>When</b>	<b>Year Group</b>
<b>Spring /Summer Terms</b>		
BBQ	Friday 22 <sup>nd</sup> July	Year 3
'Olympic' Raffle	Draw on Friday 22 <sup>nd</sup> July	Year 6

### **Timetable of events scheduled for 2016/17**

<b>Event</b>	<b>When</b>	<b>Year Group</b>
<b>Autumn term</b>		
Welcome tea & cake for new parents to the school	Friday 23 <sup>rd</sup> Sept from 9am	Yr 1 (Aimee to lead)
Quiz & Curry	Friday 14 <sup>th</sup> October	Yr 4
Spooks and Sparks	Thurs 3 <sup>rd</sup> Nov	Yr 2
Christmas cards/mugs/ wrap/apron	Organise in Sept	Yr (Aimee to lead)
FoM calendar/family planner (Sept 16 – Dec 17)	TBC	
Christmas raffle	TBC	
Christmas fair	Friday 2 <sup>nd</sup> Dec	