



**FOM meeting minutes**  
**Wednesday 9<sup>th</sup> March 2016**

**Present:** Aimee Kenyon, Daniela Murgatroyd, Pippa Burnett, Gill Stephenson, Laura Etherington, Homa Taylor, Jim Nicolson

**Apologies:**

**Minutes:** Gill Stephenson

Item	Discussion Points	Action	By whom
<b>Penny challenge</b>	<ul style="list-style-type: none"> <li>Children really enjoyed the activity! The whole school got behind it!</li> <li>Winning class to be announced in assembly on Friday – the winning class will get to choose their own prize</li> <li>£368 profit</li> </ul>	<ul style="list-style-type: none"> <li>Definitely one to do again, but possibly every other year</li> </ul>	N/A
<b>Mother's Day Treat</b>	<ul style="list-style-type: none"> <li>Simple to organise .. slightly scuppered by the snow, but Michelle dropped off lots of flowers anyway!!</li> <li>£157 profit</li> <li>Michelle has thanked the florists and they have been mentioned in the newsletter</li> </ul>	<ul style="list-style-type: none"> <li>Consider for next year</li> </ul>	N/A
<b>Profits update from Laura</b>	<ul style="list-style-type: none"> <li>£7,500 target – we're already 75% of the way there</li> <li>Best year for 5 years!! <ul style="list-style-type: none"> <li>Extra events this year and some events were cancelled last year</li> <li>Doesn't include Barclays fund matching from Christmas Fair</li> </ul> </li> <li>Daniela and Laura suggested being able to count coins at home so it's a little easier – Mr Nicolson said that's fine</li> </ul>	<ul style="list-style-type: none"> <li>Monies from events to be counted at home as of today's date</li> </ul>	N/A
<b>Easter egg trail</b>	<ul style="list-style-type: none"> <li>Year 5 event – parents in Yr 5 have decided they would like to postpone until later in the spring when the weather is better. The hunt has been really popular in the past so would like to do it, but perhaps just have a different theme later in the spring</li> </ul>	<ul style="list-style-type: none"> <li>Yr 5 parents to decide on a date</li> </ul>	<ul style="list-style-type: none"> <li>Homa to advise once date is decided</li> </ul>

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	<ul style="list-style-type: none"> <li>Map already done (from previous years), but perhaps tailor for little ones around school</li> <li>Possibly include refreshments, have a bouncy castle – make it a community event</li> </ul>		
<b>Easter tea</b>	<ul style="list-style-type: none"> <li>To replace the Easter event perhaps have an Easter 'tea' instead e.g. hot cross buns, colouring in for little ones, choc egg tombola</li> <li>Invite parents and kids to an Easter tea after school</li> <li>Kids to bring eggs in on the last day</li> <li>Daniela suggested each class create some little craft items and parents come to buy them – Homa felt it was a little late now, so need to keep it low key/easy to organise</li> </ul>	<ul style="list-style-type: none"> <li>Speak to office about cancelling dance class</li> </ul>	<ul style="list-style-type: none"> <li>Homa Taylor</li> </ul>
<b>Mellor Open Gardens</b>	<ul style="list-style-type: none"> <li>School to organise on 22<sup>nd</sup> May (once every four years)</li> <li>Homa suggested organising a raffle in advance so have prizes of Marple Garden centre &amp; Brian Cox book</li> <li>Start selling tickets at Mellor Open Gardens – have an hour slot</li> <li>50p per ticket for the raffle suggested by Mr Nicolson</li> </ul>	<ul style="list-style-type: none"> <li>Organise the raffle tickets</li> </ul>	<ul style="list-style-type: none"> <li>Homa Taylor</li> </ul>
<b>Science Fair</b>	<ul style="list-style-type: none"> <li>17<sup>th</sup> June</li> <li>Sue unable to make tonight's meeting – she is arranging a meeting for 24<sup>th</sup> March</li> <li>Possibly FOM could arrange refreshments</li> </ul>	<ul style="list-style-type: none"> <li>Need to communicate to all parents when the planning meeting is</li> </ul>	<ul style="list-style-type: none"> <li>Sue</li> </ul>
<b>Hoe Down</b>	<ul style="list-style-type: none"> <li>Don't think it'll be cost effective to hire band vs. the number of tickets we might sell. Needs more input and planning than has currently been arranged</li> <li>Not going ahead this year</li> </ul>	N/A	N/A
<b>Ensure FOM retains its community feel</b>	<ul style="list-style-type: none"> <li>Would be good to encourage more parents to join Facebook page</li> </ul>		
<b>School newsletter</b>	<ul style="list-style-type: none"> <li>Ensure we always have a FOM updates in the newsletter, esp. dates of the next meetings</li> <li>Include FOM poster in noticeboard at the top of the</li> </ul>	<ul style="list-style-type: none"> <li>Speak to the office</li> </ul>	<ul style="list-style-type: none"> <li>Mr Nicolson</li> </ul>

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<b>Lottery?</b>	<ul style="list-style-type: none"> <li>• Laura mentioned that St Mary's have a direct debit scheme for parents to give a regular donation to the school .. it was agreed that we don't think this idea would go down very well</li> <li>• However what about a £2 a ticket lottery scheme? Monthly draw 11 months of the year. Winner gets £75 (20% of the total tickets). Would bring in £2k a year. Would want it to be a one off payment so the standing order is manageable at 25p per transaction</li> <li>• Mr Nicolson mentioned he has done this at a previous school, worked well at first but enthusiasm did die off</li> <li>• Mr Nicolson suggested the Walklate Trust as another fundraiser that is in progress – one of its targets will be for the fundraising to support the school. A trust fund that parents pay into. Laura pointed out that this probably appeals to a different audience</li> </ul>	<ul style="list-style-type: none"> <li>• Laura waiting to hear back from the council on some of the guidelines</li> <li>• Progress with a trial of the lottery for this year</li> </ul>	<ul style="list-style-type: none"> <li>• Laura</li> </ul>
<b>School photos</b>	<ul style="list-style-type: none"> <li>• Class photos – Daniela suggested smaller size so we can fit them in photo albums.</li> <li>• Mr Nic explained we're going for more traditional style this year so should be smaller</li> </ul>	N/A	
<b>Feedback on previous events</b>	<ul style="list-style-type: none"> <li>• Hand out forms to everyone who has conducted previous events (rather than rely on them sending them back electronically)</li> </ul>	<ul style="list-style-type: none"> <li>• Daniela to organise sending out the forms</li> </ul>	<ul style="list-style-type: none"> <li>• Daniela</li> </ul>
<b>Central documentation</b>	<ul style="list-style-type: none"> <li>• All documentation (minutes, logos, financials) to be saved on school system</li> <li>• Aimee also suggested having paper copies in the FOM cupboard</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to the office about organising access for FOM Chair, Secretary &amp; Finance to the school system so we can save all documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Gill to chase up Mr Nicolson about getting access</li> </ul>
<b>Publish minutes</b>	<ul style="list-style-type: none"> <li>• All minutes to go on the website</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to Anita or Wendy</li> </ul>	<ul style="list-style-type: none"> <li>• Gill to follow up after each meeting</li> </ul>

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<b>FOM workload</b>	<ul style="list-style-type: none"> <li>• Laura takes on a lot of the workload as she needs to be involved on every event – float, check profits after the event.</li> <li>• How to organise a FOM event – we need this on the website so its easy for everyone to access</li> <li>• Are we using class reps effectively to get them to organise the class</li> </ul>	<ul style="list-style-type: none"> <li>• Send 'How to organise a FOM events' to all class reps</li> <li>• Ensure we have email addresses for all class reps</li> </ul>	<ul style="list-style-type: none"> <li>• Aimee to update class rep email contacts on the school system</li> </ul>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• Homa mentioned that Go Ape offer free tickets – available if apply early. Worth thinking about for Christmas or other events</li> <li>• Gift Aid – Have looked into this before but it's quite a lot of work to set it up</li> </ul>	<ul style="list-style-type: none"> <li>• Aimee to look into Go Ape free tickets for Christmas raffle</li> </ul>	<ul style="list-style-type: none"> <li>• Aimee</li> </ul>

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

**Wednesday 4<sup>th</sup> May: 7 – 9pm**

**Wednesday 6<sup>th</sup> July : 7 – 9pm**

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

Event	When	Year Group	Profit
<b>Spring /Summer Terms</b>			
Easter tea / Non uniform day (in exchange for an egg for the tombola)	Thursday 24 <sup>th</sup> March	Year 5	
Spring/Science Fair	Friday 17 <sup>th</sup> June	Room per year group Those with particular skills in science to be approached to help	
BBQ	Friday 22 <sup>nd</sup> July	Year 3	
'Olympic' Raffle	TBC	Year 6	
Film Night	Thursday 23 <sup>rd</sup> June	Year 4	