

Minutes for FOM Meeting

Wednesday 16th Sept 2015

Present: Pippa Burnett, Claire Gill, Gill Stephenson, Gemma Parkin, Daniela Murtatroyd, Sarah Yuill, Laura Ellington, Aimee Kenyon, Sara Rayner, Jackie Bircham, Jenny Barnard, Tracey Kenyon

Apologies: Homa Taylor, Liz Hanniford, Cath Brady, Vanessa Rudd, Anita Ford

Minutes: Gill Stephenson

Item		Action
Vacant Chair		
Assigning class representatives	<p>It was discussed and agreed that for ease of communication between the Chair and each of the classes it would be beneficial to have a class representative. The class rep would not be responsible for organising events, more that they would be a main point of contact for that class. The class rep would also ideally attend FOM meetings, or at least ensure another member of the class is able to attend in their place.</p> <p>Nursery - TBC Reception – TBC Year 1 – Daniela Year 2 – TBC Year 3 – TBC Year 4 – TBC Year 5 – Sarah Yuill Year 6 – TBC</p> <p>Need to explain what the role of class rep would involve and get someone from each class to volunteer.</p> <p>It was discussed how to best approach the call for volunteers and it was felt that informal discussions in the playground would be more effective than a call for Class Reps in book bags. Perhaps also opportunity to mention at Quiz & Curry night</p>	<p>Need to get volunteers for outstanding class rep positions</p>
FOM communications	<p>In order to disseminate information effectively across the school it was felt FOM needed to review its current communication approach:</p> <ul style="list-style-type: none">• It was suggested that a FOM newsletter might be a useful way of disseminating highlights from the	<ul style="list-style-type: none">• Need someone to volunteer to prepare the newsletter if this this is to be actioned

	<p>FOM minutes across the school on a regular basis</p> <ul style="list-style-type: none"> FOM Facebook page has a regular following, but could be used more for FOM updates Use school newsletter more effectively for newsletter updates Send email updates about FOM meetings and events via email to all parents Use noticeboard at front of school for event announcements <p>In terms of <i>what</i> is communicated, it was suggested and agreed that communications should include both how much has been raised and what that money has been spent on. Communicate after each event.</p> <p>Get children 'in the know' about events so they pester the parents to attend/get involved</p> <p>Potentially have a FOM totaliser in school so the children know how much has been raised & feel involved</p>	<ul style="list-style-type: none"> Gill to check if Helen Frost happy to maintain responsibility for Facebook admin & if so to include FOM updates Gill to ensure key dates/details from FOM are sent to office to include in the school newsletters Gemma to set up FOM email address for FOM communications to all parents <p>Laura to speak to Mr Nicholson about what money from 2014/15 has been spent on (with a view to communicating to FOM members/parents)</p>
Quiz & Curry night – 16 th October	Liz Hanniford has confirmed Empress of India will be supplying food for the event. Cost £7.50 per head if get 100 bookings – charge out at £13 per head. Still need a Quizmaster – waiting to hear if usual Quizmaster is free – TBC	Invites to go out in book bags next week
Halloween disco	Date change due to a clash – now Weds 4 th of November. Tracey available to help with face painting if required	Year 4 Class Rep to update on progress
Christmas cards	Jenny to look into the cost for Christmas cards to see if we can get a better deal than currently. Pippa and Gemma requested that the space for card design is bigger for nursery and reception classes	Christmas card order forms to go out in book bags by mid October
Christmas calendars	Jenny talked about being able to provide personalised Mellor School calendar at cost – she would just need 20 mins per class to take the individual photos. We could also put all the school & FOM dates on the	<p>Need to pick a date for Jenny to come in to take photos for the calendar</p> <p>Gemma/Pippa to review supplier of</p>

	calendar. Possibly Jenny could take the children's photos (for their single shots) at the same time	of Christmas cards & FOM to make a decision on previous supplier or Jenny in next meeting
Christmas photo booth	Initially Jenny offered her time to take family photo shoots in advance of Christmas. In the end it was decided a 'Photo Booth' would be a fun new feature at the Christmas fair – children pay per photograph which can be printed there and then	Include in Christmas fair planning
Christmas Fair	<p>Classes to be assigned specific roles/activities for the Christmas Fair</p> <p>Need a map</p> <p>Additional planning meeting required this term – date chosen Thursday 8th October (7-9pm). We need a class representative from every class to attend</p>	<ul style="list-style-type: none"> • Communicate what each class is responsible for & mention lots of volunteers needed per class to tidy up at the end • Claire to contact the usual organisers to ask for their contact details to pass on to each Class Rep (e.g. film, disco, outside stall holders) • Claire to ask whether Trudi would be willing to help cook in the kitchen • All to save milk bottle tops bring into school for the Bottle/Tin tombola • Ask Vanessa whether she would be happy to prepare a map/update last year's • Gill to communicate additional FOM meeting to the office so it goes out in the school newsletter
AOB	Sarah's sister Jo works for Barclays and if she is named for a specific task at a school event then her employer will match her fundraising. It was discussed & agreed that Jo could be named as responsible for one of the Christmas activities	

Timetable of Events & class responsibility agreed for 2015/16

Event	When	Assigned Year Group/ Person
Autumn Term		
Christmas card/mugs design	Organise in September (in good time for Christmas)	Sheena and Aimee
Quiz & Curry Night	Friday 16 th October	Year 4/Liz Hanniford
Halloween Disco 'Spooks and Sparks'	Date change - Weds 4 th November	Year 2/Sue Morris & Nicola Riding
Christmas Film Night	Thursday 3 rd December	Year 6
Ad hoc Competition/Raffle	In advance of the Christmas Fair	Year 5
Chocolate raffle – bring in chocolate	Tuesday 17 th November	Nursery
Non uniform day (in exchange for bringing in bottles & tins)	Tuesday 24 th November	Year 2
Christmas Fair	Friday 27 th November	<p>Nursery – chocolate tombola</p> <p>Reception – FC grotto (decorate, find FC & buy/wrap gifts)</p> <p>Year 1 – Photo Booth & Stall holders</p> <p>Year 2 – Bottles & tins</p> <p>Year 3 – Bar & kitchen</p> <p>Year 4 – Crafts & face-painting</p> <p>Year 5 – Raffle (organise prizes ahead & sell tickets before & on the night) & Prize draw</p> <p>Year 6 – Games (Yr 6 children to get involved)</p> <p>ALL classes to bring in cakes for cake stall</p>
Spring /Summer Terms		
Whisky Tasting Night	22 nd January	Year 1 (Henry Stephenson) Sell tickets first week after Oct half term. Invites to then go out mid Nov so they can be bought as Xmas presents.
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:

Thursday 8th October

7 – 9pm