



## **FRIENDS OF THE MEAD**

### **Friends of the Mead (FoM) Meeting – AGM**

**Wednesday 18/09/19**

#### **Minutes**

Attendance: Ruth Campbell, Tammy McIntosh, Emma Kent, Tamasin Absolon, Alicia Faith, Emma Thornton, Anissa Toscano, Gemma Taylor, Sara Groves, Melanie Southerden, Jacqueline Hicks, Carrie Woolger, Rachelle Sanford, Simone Mowling, Rachel Truman, Nicole Morton, Matthew Grogan, Claire Curran, Rebecca Hall, Claire Chattenton, Sian Haines, Kate Azurdia

Apologies: Nicky Roche, Alice Patience, Andrew Webster, Shelley Wadsworth

---

#### **1. Introduction and apologies – by Emma Kent (EK)**

- Welcome to the FoM AGM, to existing parents and new parents at the meeting.
- FoM's purpose is to provide social and fun events for the school community and to use funds raised to add value, above and beyond what the school provides.
- Matthew Grogan was introduced as the new treasurer to take over from Paul Blackwell Leach.
- All in attendance introduced themselves.
- It was noted that FoM AGM and all meeting minutes are available on the FoM website and from the school office.

## **2. Election of committee members - RC**

- Ruth Campbell (RC), Marketing and Communications Manager at the Mead introduced herself and explained her role at the school and as a liaison between the FoM and the school administration.
- RC identified Emma Kent (existing chair), Alice Patience (existing vice chair), Matt Grogan (new treasurer) and Tammy McIntosh (existing secretary) as parent volunteers for the FoM Executive Committee for 2019/2020, in conjunction with AW, RH and RC and asked all in attendance to vote.
- All voted in favour for the committee for 2019/2020 year.

## **3. Treasurer's report - EK**

- As Paul Blackwell Leach was not available and Matthew is new to the role, Emma presented the treasurer's report.
- All financial information is available from Emma Kent/Matthew Grogan and the school office.
- FoM has a bank balance of £13,128 to date and raised £21,400 (which included a donation of £1,000 from a Mead parent) in the last financial year, making a profit of £12,252. The biggest fundraisers included the Christmas Fayre and Meadfest.
- FoM spent over £9,000 on items for the school which included purchases for STEAM (3D printer), PE (sports and gymnastics equipment) and Music (drum kit, new percussion instruments, online subscription, new PA and sound system).
- Current balance stands at £13,000 and some of these funds will go towards redeveloping the playground. The Wishford group is now funding the IT investment at the Mead, so funds raised from Meadfest will be allocated to the playground.
- RC to encourage staff to submit requests to FoM, particularly keen to focus on items for the older year's groups.
- These figures don't include final Own Clothes Day figures and ice cream sales for July 2019. MG to update once he has received the breakdown from Paul Leach.

#### **4. Chair's report - EK**

- EK noted that the FoM 2019/2020 year was a success, creating a real and tangible community feel within the school and fulfilling the FoM mission statement, the highlight being Meadfest.
- It was noted that separating Sports Day and the Summer Fayre was a positive decision and parents enjoyed the sports day and informal picnic, without having to rush off to run a stall.
- It was noted further input or games organisation from the PE department may contribute to the success of the day.
- It was also noted how successful the 'joyraisers' were, including the Quiz Night, Glo Disco and new parent coffee morning. There is interest to ensure these types of events run again this year, to continue building the community feel at the Mead.
- The website is fully functioning with sponsorship. All tickets will be sold through the website, FoM meeting minutes will be added regularly. There is a plan to include second hand uniform sales in the future.

#### **5. Class Reps – EK and RC**

- There has been a successful take up of the class rep roles this year, current volunteers include:
  - KG- Simone Mowling
  - Pre-Rec – Emma Thornton
  - Rec – Claire Chattenton & Alicia Faith
  - Y1 – Zoe Hill & Gemma Taylor
  - Y2 - Jacqueline Hicks, Alex Jackson & Lucy Head
  - Y3 – Rachelle Sanford, Katie Lillie, Nicky Roche & Cleo Callaghan
  - Y4 – Tamasin Absolon
  - Y5 – Shelley Wadsworth
  - Y6 – Carrie Woolger & Jane Cobbold
  -
- It was suggested a role description for a class rep be available on the FoM website and requests for new reps begin in the summer with communications and job description being sent out earlier, to benefit new parents joining the school. TM to action.

## **6. Movie Night/Parent Drinks – EK**

- It was proposed that the Movie Night take place on the 4<sup>th</sup> October 2019 and Sherlock Gnomes would be the film shown.
- Tickets would be sold on the FoM website and the format would follow last year. Tickets would be £5 which would include a drink and snack but no pizza. Children staying for clubs would need to bring a packed tea.
- There was discussion regarding whether teachers could volunteer their time to help and RC to check this.
- MG would need confirmation by 19/09/19 to apply for TENS license.
- TM to run bar.
- Sign-up sheet sent around for volunteers to assist in the gym during the movie or upstairs in the dining room running the bar.

## **7. Ball/Christmas Fayre - EK**

- The Christmas Fayre will run during school time on Friday 13<sup>th</sup> December with teachers running fun Christmas themed activities with assistance provided by parent volunteers. There will still be Jolly Jam Jars and possibly Christmas Hampers (TBC)
- For the adults, there will be the Starlight Ball on Saturday 23<sup>rd</sup> November 2019, in a marquee on the school grounds.
- Tickets for the ball will go on sale mid-October in tables of 10 (with full names and any dietary requirements listed) **\*update – this has now changed to no set tables, guest will be placed in year groups\***, price will be approx. £65 per person which will include a welcome drink, 3 course meal, DJ **\*update ticket price set at £70 to cover costs\***. There will also be an auction. (details TBC)
- There will be capacity for 300 people, Hattons will be providing the food and a sub-committee has been set up.
- A sub-committee for the Winter Fayre will also be set up in due course.
- 

## **8. Funding projects - EK**

- The school has 4 annual magazine subscriptions: National Geographic Junior, The Week Junior, First News and which cost approximately £200. All agreed for FoM to continue funding this. MG to action the subscriptions. RC to pass on the remaining subscription forms.

- We have asked Mrs Latty to compile a list of Art Supplies FoM could contribute to.
- Shelley Wadsworth requested funds for MANGA club art supplies, which was approved by the executive committee in the summer and due to be ordered and reimbursed.
- Cassie Hibberd, Reception teacher, approached the executive committee in the summer regarding a request for a water table for the Reception class outside area. To be discussed further as committee would like to ensure funds are available/allocated for older years not just KS1. TM happy to go ahead. **\*Update – this was approved & is now in place in Reception outside area\***
- There was a suggestion to use FoM funds to invest in a new mini bus for the school, particularly in light of more sports fixtures, regular requests from the PE department for parents to provide transport and the appearance of the van. EK noted there are limitations on what type/size of bus the school can purchase and staff may be required to hold a different type of driving licence. RC to follow up with AW.
- EK noted that now that Wishford are investing completely in the IT infrastructure at the Mead, the funds raised from Meadfest will be used towards the redevelopment of the playground.
- Request from Jane O for a curtain that separated an EY play area for £199 + Vat. FoM felt that this is a school expense and referred request back to school.

## **9. Library - EK**

- EK suggested we need a volunteer to drive sorting out the library and developing a system to effectively record and catalogue books. EK suggested Nicky Roche.
- Updating the library has been on the FoM agenda for a while. FoM has approximately £1,500 to spend on new books but there is some uncertainty as to which books the library holds.
- There was discussion on whether this should be a school or FoM led project and it was suggested that ex Mead parent, Tam Weaver may be able to assist or Thomas Liddle's mother, who is an experienced librarian. RC to follow up.

- It was agreed FoM members would be happy to volunteer on a rota basis and/or that we could also ask volunteers who assist with reading recovery program to help, however the structure of the library needs to be set up by an experienced librarian.
- It was suggested FoM funds could be used to contribute to improving and updating the library, which would benefit all age groups, particularly the older years.

#### **10. Second Hand Uniform - EK**

- Gemma James runs the second hand uniform and there is a current spreadsheet showing what is available.
- Claire Curran has volunteered to input current uniform data onto a website compatible document, so the uniform list be uploaded onto the FoM website. Claire asked for volunteers to help her do this.
- It was suggested that not everyone knows about the second-hand uniform shop and communication to new and existing parents may be helpful.

#### **11. Easyfundraising – to be rolled over to the next meeting.**

#### **12. Christmas cards - EK**

- EK is driving the Christmas card project and has already delivered the templates to school for the children to design.
- The Christmas card project will run with two deadlines, one to make the most of the additional payment for early submission and a follow up order to capture those who have missed the first deadline.

#### **13. AOB - ALL**

- The question about wider family being involved/able to attend FoM events was raised and that the loss of the Winter Fayre during the weekend means grandparents etc may not be able to attend. EK mentioned grandparent days, sports day and Meadfest as alternatives.
- Request to have FoM meeting date changed, however as Wednesday is most convenient for the executive committee, it will remain as Wednesdays.

**Next meeting Wednesday 30<sup>th</sup> October 2019, 8.30am, dining room, all welcome.**