



Friends of the Mead Meeting Minutes – 16 November 2023

Attendees:

Sara Wright (SW), Charlie Thomas (CT), Lora Grogan (LG), Lucy Rudge (LR), Stuart Hetherington (SH), Matt Grogan (MG), Tom Matthewman (TM), Alice Patience (AP), Kelly Roche (KR), Gemma Wilson (GW), Kate Corby (KC), Lucy Renton (LR)

Apologies:

Claire Cheshire (CCh), Becki Penfold (BP), Liz Steedman (LS), Rachel Pattison (RP), Leah Pippard (LP), Charlotte Walters (CW), Hetty Maher (HM), Katie Hunt (KH), Alice Grebot (AG), Cath Newland (CN)

1. Welcome & Introduction

- SW welcomed everyone and gave an overview of the meeting.
- Noted no representation from years 3, 2, 1 and pre-reception at today's meeting.

2. Open actions

Ref.	Action	Owner	Comments/update	Status (active / closed)
FOM-001	Make card machine available to year 3 for secondhand uniform sale (year 3)	MG	Done 17/10/2023	closed
FOM-002	Offered to add a reminder re. 'Easy fundraising' to the weekly parent week ahead as a standing item.	GW	16/11: GW to add to this weeks' parent week ahead, timely with Christmas approaching. Sub-action>> Reps to remind year groups.	active
FOM-003	Put forward other ideas for events	All	16/11: These are already happening organically.	closed
FOM-004	Class reps to message their respective year groups for any donations - scooters and trikes	Reps	Request to reps issued 2/10. 16/11: Parents can go direct to the early years team if they have any further donations.	closed
FOM-005	Bike sheds - to investigate options and progress	FoM	16/11: Request an update from CCa update to inform whether we need to fund anything for it or if existing shed can be 'made good'.	active
FOM-006	Charity bike ride - to investigate options and progress	FoM	16/11: On pause post Xmas events but some discussion around combining with run/colour run, catering or social event and venues.	active

3. Upcoming events and planning

SW led a discussion around upcoming events and planning involved, summarised in the below table:

Event(s)	Year group committed if applicable	Discussion if any	Action if any
The Winter Ball	N/A	Fast approaching, final arrangements all in hand. Discussion around auction prize format and how to promote it at the event but also for those who cannot attend the ball but might still want to bid on individual prizes.	Action>> SW to issue a Winter Ball pre-event communication with final details and a list of auction prizes and how to bid for them.
Xmas cards	Pre-reception	All on track, big thanks to Katie Hunt et al for organising. A reminder that the order deadline is tomorrow, Friday 17 th November.	Action>> Reps to issue one final reminder re. Xmas cards order.
Xmas hampers	Reception	KR confirmed everything on track - reps to bring hampers in next Friday, Miss Winter is expecting them. – miss winter expecting them.	Action>> KR et al to issue one more reminder re. Xmas hampers via class reps.
Jolly jam jars	Year 2	Dates for this discussed. Discussed allergies and dietary requirements and was suggested class reps enquire within their respective year groups around any special requirements that need to be taken into consideration. Teachers may also be approached on how they might best want to manage.	Action>> CW and BP to kickstart process and communicate dates for jolly jam jars and seek guidance from FoM as necessary following 16/11 discussion.
Christmas event – Santa’s Grotto	Year 6	LR indicated that no progress has been made to date around the Santa’s Grotto. It was recommended we make an approach to last years’ Santa – Mrs Hollands’ uncle. Discussed Grotto gifts and sweets/chocolate versus books/stationery. ‘Books for bugs’ initiative recommended by CT. Grotto location covered – outdoor classroom or drama room. SW to discuss with Mrs Victoria. Locations for other activities on the day largely in hand.	Action>> LR to make arrangements to secure same Santa as last year for the Santa’s Grotto. Action>> SW to discuss Santa’s Grotto location with Mrs Victoria. Action>> GW and Mrs Jacques to seek out year 6 children volunteers to help with the final day of term’s Christmas event and activities.

		<p>Activities will all take place on the last day of term and include, but not limited to;</p> <ul style="list-style-type: none"> • Xmas crafts and treat making in the dining hall • Games in the gym • Guess how many ball-balls in a jar <p>Other activities need costing up and depend largely on the number of volunteers – school children and parents.</p> <p>GW commented that the school council said they really loved the disco. SW confirmed there will be a disco zone in the games room.</p> <p>GW also asked that the dining room be cleared ahead of their staff lunch that day, from 1230 onwards. SW indicated that this shouldn't be a problem with most of the activities ending by 1130.</p> <p>'Wrap a present' initiative also discussed where children bring an item from home for them to wrap.</p> <p>Last discussion point was around elf costumes – GW will check what they have to hand and LR/year 6 can also sort.</p>	<p>Action>> SW to reach out to FoM committee and class reps for parent volunteers to help with the final day of term's Christmas event and activities.</p>
'Bag to school'	CT	<p>CT discussed this concept further, where we can receive money per kilogram of donated clothes, etc.</p>	<p>Action>> Parentmail to go out to all around 'Bag to school' initiative. GW will also add a message for parent week ahead.</p>

4. Financial updates

MG confirmed there was approx. £5.5k in the account after payments for the ball.

5. Fundraising requests

Nominal requests for playground equipment, lego bags, footballs, etc. received – FoM agreed to accept the requests and will process as one form to cover all fundraising requests.

[Meeting closed]