



Friends of the Mead Meeting Minutes – 28 February 2024

Attendees:

Sara Wright (SW), Charlie Thomas (CT), Lucy Rudge (LRu), Matt Grogan (MG), Stuart Hetherington (SH), Hetty Maher (HM), George Ellse (GE), Leah Pippard (LP), Rachelle Kakouris (RK), Kate Corby (KC), Claire Chattenton (CC), Gemma Wilson (GW), Michelle Coveney (MC)

Apologies:

Tom Matthewman (TM), Lora Grogan (LG), Kelly Roche (KR), Cath Newland (CN), Lucy Renton (LRe), Alice Grebot (AG), Charlotte Walters (CW)

1. Welcome & Introduction

- SW provided a brief overview of the meeting
- This is the first time we have trialed holding the meeting both in person and remotely with MS Teams (hybrid) – two members joined the meeting by this route

2. Open actions

Action	Owner	Start date	Due date	Comments/update
Bike sheds - to investigate options and progress	FoM	27/09/2023	28/02/2024	<p>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'.</p> <p>05/12: Cca met with Carlos. Next steps to compare price of fix versus replacing with a new shed.</p> <p>12/12: Carlos to get Nigel Wheeler to cost up materials for a new shed that Carlos and Nigel can build - price to be compared with basis refurb but if feasible, new shed the best option due to size of existing shed and water damage.</p> <p>22/1/24: Quote rec'd from Dani C. Sought refurb cost from Chris Ca to make a comparison.</p> <p>07/02: Quote for refurb works received from Chris Ca. Decision to be made at the next FoM meeting.</p> <p>28/02: Decision made to purchase a new shed, with consideration about an add-on section for FoM equipment, costumes, etc. SH to progress.</p>

Charity bike ride/fun run - to investigate options and progress	FoM	27/09/2023	28/02/2024	16/11: On pause post Xmas events but some discussion around combining with run/colour run, catering or social event and venues. 18/01/24: SH to give the cycle/fun run event further thought and seek out volunteers. 28/02: CT will take lead of colour run post Sports Day – see upcoming events for further info. Closed.
TM/FoM to prepare comms for Golf Day in order to get a feel for numbers.	TM/FoM	18/01/2024	28/02/2024	28/02: Discussed how to progress this – see upcoming events. SH/TM to circulate save the date to ascertain numbers.
DC to share details of subscriptions with MG to be reviewed ahead of approving via committee.	DC	18/01/2024	28/02/2024	22/01: DC shared subscriptions details with MG for review 02/02: MG requested invoices and will follow up 28/02: MG has the forms – agreed this can be closed.
MG to check with SW if all playground equipment has been signed off. GW to await FoM confirmation before ordering the remaining items.	MG/SW	18/01/2024	28/02/2024	22/01: SW to check with GW what items are outstanding as was under the impression all had been signed off. 28/02: This has been resolved – agreed this can be closed.

3. Treasurer update

No change since the previous update, beyond incomings for the most recent second-hand uniform sale (£518) and Bags2School (£211).

4. Upcoming events

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
TERM 2			
Quiz night	Year 6	The organising team are in a good place for set-up with a number of logistical questions responded to by the school. Pre-event comms planned for later in the week to those registered.	Action>> Pre-event comms to be shared with Quiz night attendees ahead of the event.
Cake sale	Year 5	All set for 11 th March as planned.	
Movie night	N/A	Comms shared with school and year groups this week re. this event taking place on Friday 26 th April. CC commented that she had lots of willing volunteers for the night itself. She's working on some questions from GW.	Action>> SH to run a poll, after ticketing, to gauge numbers of how many parents might stay on during the Movie Night so the bar can be

		<p>GW thanked CC and the team for thinking outside the box for early years (reception) with their separate film.</p> <p>MG asked if we could get a poll of how many parents likely to stay during the event so we can get an idea of what's needed for the bar. Subsequently agreed to take a poll after ticketing on 20th March.</p>	appropriately catered for.
End of Spring term event	Year 4	<p>Friday 22nd March end of term event.</p> <p>HM following precedent from previous years but needs more volunteers to help. SH and CC puts their names forward.</p>	Action>> HM/year 4 to work with volunteers to progress planning for the end of Spring Term event.
TERM 3			
Golf Day		<p>TM requested steer from FoM on how to get out a save the date and organise tickets.</p> <p>Agreed with save the date should be circulated to all respective year groups together with a poll to ascertain numbers. SH offered to run a poll. SW commented that this worked well with the winter ball – virtually all parents who gave the event a 'thumbs up' followed through with purchasing tickets for the event.</p>	Existing action updated with next steps.
Cycle/Fun Run – following Sports Day		<p>CT has negotiated extending Sports Day (Friday 28th June) to include FoM activities/events since Meadfest is being moved back to September.</p> <p>Field hire discussed with the council – will incur a cost of £90 to extend hire to 7pm. Fun/colour run explored – sponsored run for house charities. BBQ/caterers and other 'garden games' also covered.</p> <p>It was suggested we ticket the event as not all families will be able to attend. This might also cover some of the cost going towards t-shirts for the children to wear.</p> <p>GW noted there would need to be a physical handover from school to parents following the conclusion of Sports Day. First aiders was also discussed.</p> <p>Other activity candidates proposed in the meeting was an 'old Meadites run' and 'sponge the teacher/year 6 child'.</p> <p>CT will lead on the colour run with support from SW and LRu for other activities.</p>	<p>Action>> CT to lead on sponsored colour run with support from SW and LRu for other post-Sports Day activities.</p> <p>Action>> GW to make enquiries with Edward (school chef) and IFG (school caterers) about providing a catering/BBQ service following Sports Day.</p>
2024/2025			

Meadfest		<p>This event will take place on Sunday 15th September.</p> <p>SW has kickstarted the process in terms of getting the marquee and catering providers on hold.</p> <p>A save the date needs to be prepared. FoM are conscious that present year 6 parents might be disappointed, but they will be invited to attend the event, subject to capacity.</p> <p>Agreed SH should run a poll among year 6 parents, without younger siblings still in the Mead, to gauge how many would still wish to attend.</p>	<p>Action>> SW to prepare a 'save the date' for Meadfest.</p> <p>Action>> SH to run a poll among year 6 parents to gauge how many would still like to attend Meadfest despite it falling in the next academic year after their child(ren) has(have) left.</p>
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5. Current funding requests

Trinity performance band:

The band for rehearsals and the shows not within budget this year – a fund request for £2,500 has been received from Mr Harley. Discussion included the following;

- Ticket price isn't enough to cover it all, plus mandatory contributions added to invoices
- How can we be assured this isn't a one-off and we don't set a precedent for future years?
- Can we explore sponsorship?

FoM to request further information from the requestor before considering it further.

Action>> FoM to request further information before considering the summer show band funding request.

Judo mats:

GW will follow up with a funding request, but as advanced notice said the new judo teacher had recommended new mats. GW has previously requested that we don't use the existing mats as they are getting damaged, but buy getting new mats, the old ones can then be used for any FoM event. GW will prepare a funding request, but the cost for the new mats and a trolley is envisaged to be in the region of £6k.

In general terms, MG commented that we need to get sight of all funding requests to ensure we have sufficient budget, before considering them any further.

Action>> SW send MG a list of all funding requests together with other anticipated costs, before we consider new funding requests.

6. AoB

Summer term calendar:

- SH asked GW when is the latest they would need to know FoM event dates for them to be included in the summer term calendar. GW advised asap.

Action>> SH to gather FoM event dates for inclusion in the summer term calendar.

Roles & responsibilities:

- Citing Quiz Night arrangements, SH asked if it could be made clearer where year group organiser's role ends, and FoM/the school's begins, in terms of making sure all necessary logistics are in place.
- It was suggested we create a one-pager so it's clear what needs to be considered when making arrangements for a FoM event, and who the relevant contact points are. For example, GW stated that it's preferable for questions to come through to them over Elizabeth on reception.

Action>> SH to work with FoM and the school to develop a one-pager to support FoM event organisers, covering what needs to be considered and who the best contact points are.

FoM website:

- It was requested that we share the link to the FoM website with parents.

Action>> GW to include a link to the FoM website in the parent week ahead.

Hybrid style meeting:

- Two people joined remotely today via MS Teams – it worked well and no audio issues were reported, so we will continue to use this model going forward to maximise the opportunity for other's to attend who wouldn't normally be able to.

[Meeting closed]