



Friends of the Mead Meeting Minutes – 6 June 2024

Attendees:

Sara Wright (SW), Charlie Thomas (CT), Lucy Rudge (LRu), Matt Grogan (MG), Tom Matthewman (TM), Stuart Hetherington (SH), Leah Pippard (LP), Kelly Roche (KR), Katie Hunt (KH - MS Teams), Michelle Coveney (MC)

Apologies:

Lora Grogan, Claire Cheshire, Alice Grebot, Lucy Renton, Charlotte Walters, Hetty Maher, Georgina Ellse, Kate Corby, Cath Newland, Chris Campbell, Sudafeen Coleman, Liz Steedman, Gemma Wilson

1. Welcome & Introduction

- SW introduction and overview of the agenda.
- This is the last FoM meeting of the academic year – SW expressed thanks to everyone involved in what's been a fantastic year.
- Next year's FoM committee:
 - SW committed to carrying on in the role of Chair but welcomes others to put their name forward.
 - CT and MG will be standing down from their roles, but keen to stay involved in some capacity.
 - LG, LRu and SH happy to continue in their roles unless other volunteers step forward. TM will take over from MG as treasurer.
 - Class reps – a call-out will be going out imminently for each year group. KR commented that it would be useful to have some details on what FoM is all about.
 - Reps help for FoM events has been invaluable – envisaged that responsibilities for each event might shift up a year for continuity purposes.

Action >> SW to share FoM details for reps to cascade when putting call-out for next years' reps.

2. Open actions

Action	Owner	Start date	Due date	Comments/update
GW to make enquiries with Edward (school chef) and IFG (school caterers) about providing a catering/BBQ service following Sports Day.	GW	28/02/2024	01/04/2024	15/03: School been in contact with IFG who will set ball rolling on feasibility and costs 25/04: Awaiting costs – imminent. 06/06: Covered in colour run update - close
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.	SH	28/02/2024	01/04/2024	01/03: Reached out to GW/MC for school details 25/04: SH reminder, GW/MC will follow up. 06/06: In absence of material from the school and increasing work pressures on FoM sec, agreed to close and FoM to support reps as best they can.
SW to decide on Meadfest theme and design flyer for circulation with details on how to purchase tickets. SW can obtain new starter contact details from Miss Winter.	SW	25/04/2024	06/06/2024	03/06: Flyer nearing completion and undergoing review 06/06: SW will share flyer with Miss Winter for parent cascade so new joiners not at a disadvantage
GW/MC to raise school budgets with SLT, citing funding arrangement for this year's summer show.	GW/MC	25/04/2024	06/06/2024	06/06: This was done and follow-up meeting with Wishford today. Close.
Sudafeen to meet with Mr Westwell and discuss girl's football kit ahead of putting in a funding request.	SC	25/04/2024	06/06/2024	06/06: MC confirmed Mr Westwell had added goalie gloves to budget so assume closed.
GW to research into a team building activity for the start of the next academic year and raise a funding request.	GW	25/04/2024	06/06/2024	06/06: MC will follow-up with GW
SW to look at Christmas panto dates and start to make arrangements with the school if feasible.	SW	25/04/2024	06/06/2024	06/06: Covered in upcoming events

3. Treasurer update

MG gave an overview of what funds we have, what planned spend we have and what incomings we are projecting.

FoM have a healthy bank balance of £8609.93 after payment of deposit for Southern Events – Meadfest marquee. Cake sale monies kept in reserve for Meadfest ‘cash’. Shed payment still to go out when invoiced. Colour run and wristbands only other anticipated outgoings.

Transfer of treasurer from MG to TM in progress with Lloyds Bank.

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 3			
Pre-reception and Reception uniform sale for new parents	SC	Tuesday 11 th June at their third transition session: <ul style="list-style-type: none"> Card machine will be arranged for Sudafeen by MG. 	
Golf Day	N/A	22 tickets sold, final preparations underway	
Colour run – following Sports Day	N/A	CT gave an update: <ul style="list-style-type: none"> Waiver and risk assessments discussed. Minibus would be helpful for equipment, i.e. tunnels, cargo nets, etc. CT will be ordering colour powder today – one small bag per child plus buckets. The event will be ticketed on the FoM website but all proceeds to go to house charities. CT plans to speak to Miss Walker as head of house next week. Talked of need for parents to have bin bags or equivalent to protect car seats after the event. Agreed bar will be soft drinks only but parents can BYOB. MC commented that Carlos might be able to man the bar. Numbers will be gauged via a poll for catering purposes – only needs to be ordered 2 days in advance when should have a good view of weather. MC will check this with head office. School have factored on 400 adults/children which might be overly optimistic – want to avoid food wastage. SW will issue a poll asap. 	<p>Action >> MC to check if Carlos available to man the bar (soft drinks only)</p> <p>Action >> MC to check with head office re. lead time for ordering BBQ food for colour run.</p> <p>Action >> SW to issue a poll to gauge numbers for colour run event and BBQ.</p> <p>Action>> CT to ask about getting Y6 helpers on board to sell wristbands the week of sports day and colour run.</p>

		<ul style="list-style-type: none"> • Ice cream van booked and no issue regards access • Lawn games discussed. • MC said gazebos could stay to protect from weather (sun or rain) • LRu has purchased wrist bands – agreed they can be sold for £1 each. CT will get Y6 on board to help with selling wristbands the week of sports day and colour run. 	
End of term event	N/A	<p>Discussion included:</p> <ul style="list-style-type: none"> • DJ volunteer found • SW making circus enquiries • Challenge is to rotate all the children through the activities over a 3 hour period • Other options being explored include 'Dan the skipping man', an entertainer, crafts, glitter tattoos, etc. • Aim for most of it to be outside weather permitting 	
2024/2025			
Meadfest	FoM	<p>Taking place on Sunday 15th September:</p> <ul style="list-style-type: none"> • Inflatables booked by LG • Flyer nearing completion – see actions • Circus theme 	
Christmas Fayre	FoM	<p>Big appetite to reintroduce the Christmas Fayre . Discussion covered:</p> <ul style="list-style-type: none"> • This would in all likelihood be instead of holding the Winter Ball – it might be that FoM alternates between Christmas Fayre and the Ball each year • SW to speak with Mrs Openshaw to gain teacher support for the event • Opportunity for parent-run small businesses to have stalls in the gym • Holmewood House hold a similar event, albeit with more space, and FoM have contacts in the school they can speak to, to generate further ideas • This would be a Saturday event – FoM to get a date in before booked by anyone else 	Action>> SW to speak with Mrs Openshaw to get a date for Christmas Fayre and get teacher support
Christmas Panto	FoM	<ul style="list-style-type: none"> • SW has made local enquiries without success – school term dates and dates of panto do not align • MG to leverage contact at EM Forster Theatre to see what might be available • FoM open to the school attending a dress rehearsal 	Action>> MG to leverage contact at EM Forster Theatre for purpose of Christmas Panto

5. Funding requests

Trinity performance band:

The money has been committed but not yet handed over. The figure has reduced from £2k to £1k.

6. AoB

Second hand uniform sale accessibility:

This comes about as a request to make uniform sale more accessible to those that pick up their children at 530pm. Previous sales have accommodated, but uptake has been minimal. There is willingness to take requests throughout the term. To be explored further if there are further enquiries of this nature.

'Welcome to the Mead' handbook:

Parents would value a handbook detailing things such as uniform sales, local parent-run businesses. This certainly feels like something worth doing if anyone would like to volunteer.

FoM AGM:

The next FoM meeting will be the AGM. SH will work to set a date so it can be included in the next calendar issued to parents.

Action>> SH to begin arrangements for the FoM AGM.

Mead website:

SH observed the details on FoM on the Mead website are outdated.

Action>> SH to work with the school to update the details on FoM on the school website.

[Meeting closed]