



Friends of the Mead AGM Minutes – 10 September 2024

Attendees:

Sara Wright (SW), Lora Grogan (LG), Stuart Hetherington (SH), Tom Matthewman (TM), Matt Grogan (MG), Michelle Coveney (MC), Kathleen Sparks (KS), Sudefeen Colman (SC), Jess Tadmor (JT), Tessa Duff (TD), Cat Cook (CC), Kate Hill (KH), Kathryn Flavell (KF), Leonie Apte (LA), Sarah Morley (SM), Rachelle Sanford (RS), Georgina Ellison-Hughes (GEH), Zoe Thomas (ZT), Alan Lui (AL), Lara Chapple (LC), Claire Chattenton (CC), Vino Sharma (VS), Carlos Gris (CG)

Apologies:

Lucy Rudge, Charlie Thomas, Gemma Wilson, Gemma Garner, Kat Klehr, Pardeep Gill

1. Welcome & Introduction

- SW welcomed everyone and gave an overview of the meeting – the main purpose of the AGM is to officially elect in the new committee.

2. Election of the new committee

- SW thanked the outgoing members of the committee – Charlie Thomas and Matt Grogan.
- SW asked if all attendees were happy to vote in the remaining committee members for another year – the motion to vote in the committee was passed unanimously.
- See below confirmation of the current FoM committee:

Chairpersons	Sara Wright	
Deputy Chairpersons	Lora Grogan	Lucy Rudge
Secretary	Stuart Hetherington	
Treasurers	Tom Matthewman	
Year 6 Class reps	Rachelle Sanford	Geena Ellison Hughes
Year 5 class reps	Kate Hill	Sarah Morley
Year 4 class reps	Katie Sparks	Gemma Garner
Year 3 class reps	Pardeep Gill	Kat Klehr
Year 2 class reps	Jess Tadmor	Heather Fulcher
Year 1 class reps	Kathryn Flavell	Charlotte Beer
Reception Class reps	Emilly Seddon	Tessa Duff
Pre-reception Class reps	Leonie Apte	Zoe Freeman

3. Role of the PTA and reminder of mission statement

SW provided a reminder of the role and mission of FoM.

Friends of the Mead (FoM) is the official name of The Mead School's 'Parent and Teacher Association (PTA)'.

FoM is a charity and is made up of volunteer parents and teachers, who work together to:

- Raise funds to enhance the school environment and our children's education, **over and above what the school already provide.**
- Bring the Mead community together outside of the classroom by delivering fun events and other creative initiatives.

4. Achievements last year and upcoming events

SW provided an overview of what FoM have achieved last academic year, and what fundraising initiatives we have to look forward to.

Events we ran last year	What our funds raised have paid for
<ul style="list-style-type: none"> • Winter Ball • Santa's Grotto • Christmas Hamper Raffle • Christmas Card Designs • Quiz • Movie Night • Easter Bunny Egg Hunt • Golf Day • Sports Day Lawn Games • Charity Colour Run • Bake Sales • Second Hand Uniform Sales 	<ul style="list-style-type: none"> • Additional playground equipment • New bike shed • Year 6 transition day • Living eggs project • End of term fun days • Sports day fun event • Library items

Upcoming and prospective events:

Event(s)	Year group committed if applicable	Discussion if any	Action if any
TERM 1			
Meadfest	FoM/All	Sunday 15 th September. SW thanked everyone who has volunteered to help – it was asked what time will volunteers be needed for set-up. This will be coordinated via WhatsApp groups to be set-up later in the week. MC confirmed we have use of indoor areas if it's cold outside.	
Second hand uniform sale	Sudefeen et al	Thursday 19 th September – first second hand uniform sale of the year. SC to draft message requesting donations, etc. She commented on the great tidy of the	Action >> SC to draft second-hand uniform sale comms for reps to cascade to

		shed and said there was a shortage of kilts and money belts so all donations welcome.	yeargroups (complete)
Christmas Fayre	FoM/All	Sunday 1 st December – planning is a work in progress. Each year group and classroom will have an activity or arts and crafts projects, hosting stalls, etc. SW will seek input from school and class reps to corral year groups.	
Christmas Card designs	N/A	Katie Hunt volunteered to help.	
Christmas hampers	Y5	KH and SM to get in touch with Kelly and Claire who did it last year. We have raffle tickets and SW will work on a one-pager. The key ask will be to set a date.	Action >> SW to develop one-pager to support reps who have volunteered to lead on Christmas hampers
End of term event	Y6	Wednesday 11 th December. Typically taken on by Y6, Xmas grotto, etc. Geena Ellison-Hughes has volunteered for the year group.	
TERM 2			
Quiz Night	Y2	JT and Heather Fulcher offered to help – Heather can reach out to Richard Chesebrough and Ben Rudge who organised last years', held 2nd March.	Action >> SW to develop one-pager to support reps who have volunteered to lead on Quiz Night
Easter end of term event	Y1	KF and Charlotte Beer offered to help, with SM happy to take on the role of 'Easter bunny' again after last years' success. To comprise egg hunt, easter bonnet competition (to be made in school rather than at home), plus disco or Capt. Fantastic	
TERM 3			
Movie Night	Rec	TD and Emily Seddon expressed interest to help. Date tbc but it was 26th April last year. SW will develop a one-pager to guide them and Claire Chattenton who coordinated it last year a great point of contact and happy to help.	Action >> SW to develop one-pager to support reps who have volunteered to lead on Movie Night
Sports Day colour run	Y4	KS and Gemma Garner – with support from Charlie Thomas who managed it last year.	

Other events and volunteers so far:

- **Bake sales** – held termly traditionally but not essential. LA and Zoe Freeman (Pre-Rec) offered help and suggested they reach out to Kate Corby (Y6) who managed them last year. Outside preferred to music room, use gazebos if necessary.
- **Xmas Panto** – challenge that the Mead breaks up before the Panto season begins. FoM working on it but parents advised not to delay booking tickets for their families if they don't want to miss out altogether.
- VS asked about KS1 after-school clubs – deferred to school as this doesn't fall in FoM's remit.

5. Financial update

MG provided the financial update summarised below. As of 31st July (FoM year-end):

Closing balance end of year	£8,185.62
Current balance	£2,846.48
Last years' income	<£25k

MG remarked that second hand uniform sale, cake sales, Xmas cards and Xmas raffle are all great generators of income, helping to put us in a good position financially.

As MG steps down from the committee he will be working with TM on the handover.

Action >> MG formally handover treasurer responsibilities to TM

6. Fundraising requests

SW provided an overview of the fundraising requests:

Living eggs – this is usually around February.

Team building activity – GW had previously committed to researching into a team building activity for the start of the academic year and raise a funding request.

7. AOB

Football boots swap shop – proposed for children who only need football boots for 4-5 weeks of the school year.

MC has drafted one-pagers for FoM events from a school perspective, that can be combined with the ones SW is preparing.

Action >> MC to share FoM event school one-pagers, to be combined with the ones SW/FoM are preparing.

AGM closed with thanks. The next FoM meeting will be held on **Thursday 14th November***.

**Please disregard Mead Autumn Term calendar which indicated 5th December, this is incorrect.*