



Friends of the Mead Meeting Minutes – 14 November 2024

Attendees:

Sara Wright (SW), Danni Leydon (DL), Lucy Rudge (LR), Lora Grogan (LG), Stuart Hetherington (SH), Tom Matthewman (TM), Tessa Duff (TD), Leonie Apte (LA), Gemma Garner (GG), Zoe Freeman (ZF), Kathleen Sparks (KS), Kate Hill (KH), Sarah Morley (SM), Claire Chattenton (CC), Mrs Openshaw

Apologies:

Matt Grogan, Jess Tadmor, Heather Fulcher, Michelle Coveney, Gemma Wilson

1. Welcome & Introduction

- SW introduction and overview of the agenda.
- Light on ground in attendees today but SW always available should anyone want to contact her directly.
- Welcome Danni Leydon (pre-rec parent) as Co-chair

2. Open actions

Action	Owner	Start date	Due date	Comments/update
SW to develop one-pager to support reps who have volunteered to lead on Quiz Night	SW	27/09/2023	14/11/2024	14/11: Y2 in charge of logistics, hosted by Ben Rudge and Richard Chesebrough as last year. Y2 reps to liaise with school re. logistics with support from school one-pager (separate action)
SW to develop one-pager to support reps who have volunteered to lead on Movie Night	SW	27/09/2023	14/11/2024	14/11: Not required as change to year group coordinating the event. CC encouraged to write a one-pager as she goes for this year's event. Close.
MG formally handover treasurer responsibilities to TM	MG	27/09/2023	14/11/2024	14/11: MG chasing Lloyds for them to update bank details to add SW and TM.
MC to share FoM event school one-pagers, to be combined with the ones SW/FoM are preparing.	MC	27/09/2023	14/11/2024	14/11: Mrs Openshaw noted this action remains open.

3. Treasurer update

TM gave an overview of funds. £6,742.24 less £800 to house charities and amount for Meadfest decorations.

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 1			
Christmas Fayre	FoM/All	<p>Sunday 1st December, 2pm -430pm.</p> <p>The following topics were discussed:</p> <ul style="list-style-type: none"> • Access to school at least 1h30m before the start, if it can't be gained earlier to give year group parents flexibility – SW will shout out to group to see how much time everyone needs for set-up • ~250 tickets sold so far but have capacity up to 500 so further sales encouraged – current income only just covers cost of some paid-for activities • Additional rationale to charge a fee for tickets was to reduce money handling during the event itself • TM will manage the bar, but volunteers wanted • SW is liaising directly with stall holders • Flyer for secondhand book sale will be issued today ZF informed the group • Appropriate venues for various activities were discussed • Class reps encourage to finalise arrangements in liaison with FoM and the school • Decorations covered and DL/LF volunteered their services, and if school need extra supplies for general Xmas decorations, they can ask FoM • Lots going on but should be a lot of fun! 	<p>Action >> SW to determine how much time Xmas fayre rep volunteers require for set-up.</p>
Christmas Card designs	N/A	<p>Estimated commission is £340 approx. FoM thanks to Katie Hunt for organising.</p>	

Christmas hampers	Y5	Deadline of Wednesday 20 th November – reminder was sent to committee. All on track.	
End of term event	Y6	<p>Wednesday 11th December. Some discussion points as follows:</p> <ul style="list-style-type: none"> • SW spoke to Capt. Fantastic, etc. plus dining hall activities • Need donations from parents for wrapping presents • Advanced note to go to parents but not to be brought in until an agreed later date • Advanced notice also required for Jolly Jam Jars, normally brought in on the penultimate week before school breaks up for Xmas • No Y6 reps present to provide an update. 	Action >> Reps to give parents advanced notice for gift donations for end of term event and Jolly Jam Jars. And include a line re. Xmas hampers.
TERM 2			
Quiz Night	Y2	Y2 in charge of logistics, hosted by Ben Rudge and Richard Chesebrough as last year. Saturday 8 th March agreed with the school.	
Bake sale	Pre-Rec	Agreed to hold another when clocks change, and it gets a bit lighter at pick-up time.	
Easter end of term event	Y1	No further discussion today.	
TERM 3			
Movie Night	CC et al	<p>Rec offered to coordinate but historically Movie Night hasn't been open to Rec and younger for a number of reasons. Claire Chattenton (Y5 parent) willing to organise for another year if it can be held on Friday 25th April, with helping hands. Takes away the need to develop a one-pager for the event, but CC encouraged to develop one as she goes this year. She already has a lot of great ideas. Reception offered to man the bar. School to confirm if Friday 25th April acceptable.</p>	Action >> GW to confirm if Friday 25 th April acceptable for Movie Night.
FoM Golf Day	N/A	No further discussion today.	
Sports Day colour run	Y4 + Charlie Thomas	No further discussion today.	

5. Funding requests

SW confirmed it has been quiet on the funding requests front. Mrs Openshaw made a note and will ask her team to approach FoM with any ideas.

ZF asked if parents were also welcome to come up with funding requests – SW confirmed this would be encouraged.

Action >> Parents (Reps) to put forward any funding requests as appropriate.

6. AoB

Next FoM meetings:

- Wednesday 15th January
- Wednesday 26th February

[Meeting closed]