



## Friends of the Mead AGM Minutes – 10 September 2025

### Attendees:

Sara Wright (SW), Lora Grogan (LG), Matt Grogan (MG), Tom Matthewman (TM), Tessa Duff (TD), Gemma Wilson (GW), Michelle Coveney (MC), Juliet Batchelder (JB), Vino Sharma (VS), Nicola Acquadro (NA), Caroline O'Dwyer (CO), Helen Baxter (HB), Georgia Knight (GK), Camille Hanish-Oakes (CH), Laura Macconnachie (LM), Rebecca Griffin (RG), Marina Jefferies (MJ)

### Apologies:

Lucy Rudge

### Agenda:

1. Welcome and Introduction
2. Election of the new committee
3. Role of the PTA and reminder of mission statement
4. Achievements last year and upcoming events
5. Financial update
6. Fundraising requests
7. AOB

### 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 Secretary, Stuart Hetherington, and welcomed his replacement, TD, to the committee
- 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.
- SW to step down as Chair in July 2026. SW explained that the role is no longer a full-time position: each year group takes responsibility for an event, so the role of the Chair is to be the point-of-contact; chairing meetings and overseeing the management of FoM. **Action>> Reps to inform their respective year groups, and 'put out feelers' to canvas Sara's replacement.**

- See below confirmation of the current FoM committee:

Chair	Sara Wright	
Deputy Chairpersons	Lora Grogan	Lucy Rudge
Secretary	Tessa Duff	
Treasurers	Matt Grogan	Tom Matthewman
Year 6 Class Reps	Cleo Callaghan	Vino Sharma
Year 5 Class Reps	Rebecca Clifton	Lucy Gilding
Year 4 Class Reps	Helen Baxter	Izzy Davidge
Year 3 Class Reps	Ollie Colegate Marina Jeffries	Rose Puri Liz Steedman
Year 2 Class Reps	Eleanor Beason	Juliet Batchelder
Year 1 Class Reps	Georgia Knight	Hannah Lawrence
Reception Class Reps	Laura Macconnachie	Georgie Sidaway
Pre-Reception Class Reps	Nicola Aquadro	Camille Hanish-Oakes

### 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 achieved in the last academic year, and the fundraising initiatives we can look forward to. SW suggested monetising some events to boost funds.

Events FoM ran last year	Funds raised have paid for
<ul style="list-style-type: none"> <li>• MeadFest</li> <li>• Santa's Grotto</li> <li>• Christmas Fayre</li> <li>• Christmas Hamper Raffle</li> <li>• Christmas Card Designs</li> <li>• Quiz Night</li> <li>• Movie Night</li> <li>• Easter Egg Hunt</li> <li>• Golf Day</li> <li>• Sports Day Colour Run</li> <li>• Bake Sales</li> <li>• Second Hand Uniform Sales</li> </ul>	<ul style="list-style-type: none"> <li>• Additional playground equipment</li> <li>• Year 6 transition day</li> <li>• EYFS Living eggs project</li> <li>• End of term fun days</li> <li>• Sports day fun event</li> <li>• Refurbishment of the PR play area</li> </ul>

## Upcoming and prospective events:

It was agreed that SW would circulate among the Class Reps a list of events, and that each year group would subsequently volunteer to take responsibility for one event. SW distributed this following the meeting. The table below reflects this information.

Event	Year Group committed	Discussion	Action
<b>TERM 1</b>			
Disco	Y1	Postponed due to gym floor refurbishment. Provisionally 10 <sup>th</sup> October at 5:30pm. This would be a fundraising event with tickets being sold at £5pp, and a bar for adults. 100pax capacity.	Action >> Class Reps to run a poll to gauge interest
Second-Hand Uniform Sale	Mary Ross & Kathryn Flavell	HB suggested running these more regularly, perhaps once a week during the school drop-off window. SW proposed a trial this term, in addition to the traditional after-school sale each term. All donations welcome.	Action >> MR & KF to confirm dates for the entire year with school
Christmas Fayre	FoM/All	Sunday 30 <sup>th</sup> November – 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 and stall holders. There will be a charge for tickets; same format as 2024 event.	Action>> Reps to confirm 8-10 volunteers per year group
Christmas Card designs	Y5	Katie Hunt ordered the templates, which have arrived in school, and has kindly drafted a handover document. Mr Davies has suggested an art competition aspect.	Action>> RC & LG to speak with Mr Davies
Christmas hampers	Y5	Each year group creates hampers, which are then used as raffle prizes. This is always a good fundraiser.	
End of term event	Y6	Wednesday 10 <sup>th</sup> December. A musical theatre company is booked to come into the school for an interactive pantomime. Christmas Grotto, typically organised by Y6	
<b>TERM 2</b>			
Quiz Night	Y4	Richard Chesebrough and Ben Rudge suggested the winning team from 2025 might like to run this. SW suggested hosting the Quiz at the Claremont Pub to accommodate more teams.	
Easter end of term event	Reception	To comprise egg hunt, easter bonnet competition (to be made in school rather than at home), plus disco or Capt. Fantastic.	
<b>TERM 3</b>			
Meadfest	FoM/ALL	SW to coordinate. Proposed date: Saturday 16 <sup>th</sup> May.	SW to confirm date
Movie Night	Y2		

Sports Day Colour Run	Y3	The 2025 event felt chaotic. There is a need to assess clear 'rules of engagement' with more parental control and a megaphone. SW to ask Bayham Fields whether they would allow Bouncy Castles.	Mr Westwell to provide feedback on last year's event
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Other events and volunteers so far:

- **Bake sales** – traditionally held termly. Outside preferred to music room, using gazebos if necessary. Pre-Reception have volunteered to take responsibility for the Bake Sales.
- **Golf Day** – previously held in June. Stuart Hetherington has volunteered to be a part of the organising group.

## 5. Financial update

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

Closing balance end of year	£10,936.26
Current balance	£7,156.19
Last year's income	£22,478.79

## 6. Fundraising requests

SW provided an overview of the fundraising requests:

- resources to 'freshen up' classrooms (GW)

## 7. AOB

AGM closed with thanks. The next FoM meeting will be held on **Wednesday 5<sup>th</sup> November**.