



Friends of the Mead Meeting Minutes – 5th November 2025

Attendees:

Sara Wright (SW), Lucy Rudge (LR), Tessa Duff (TD), Michelle Coveney (MC), Juliet Batchelder (JB), Hannah Lawrence (HL), Nicola Aquadro (NA), Camille Hanish-Oakes (CH), Vino Sharma (VS), Gemma Wilson (GW), Rebecca Clifton (RC), Laura Macconnachie (LM)

Apologies:

Lora Grogan, Matt Grogan, Eleanor Beeson, Georgia Knight, Liz Steedman, Helen Baxter

Agenda:

1. Welcome and introduction
2. Open actions
3. Upcoming events
4. Treasurer's report
5. Fundraising requests
6. AOB
7. Adjournment

1. Welcome & Introduction

- Introductions were made by SW
- The minutes of the FoM AGM on 10th September were circulated to the committee and approved.

2. Open Actions

Action	Owner	Start date	Comments/update
School Disco feedback	TD	Oct 2025	<ul style="list-style-type: none"> • Overall feedback was positive. • For future events, school/FoM to communicate expectations regarding behaviour and etiquette to parents and pupils in advance. • Request that tickets be booked using the child's name to support sign-in/out procedures. <p>Close</p>

Second-Hand Uniform Sale – MR & KF to confirm remaining sale dates for the school year	MR & KF	Sept 2025	<ul style="list-style-type: none"> • ‘Open shed’ system proving effective, with regular interest from parents. • Storage is well-organised using labelled, stackable boxes.
Christmas Card Designs & Hampers	Y5	Sept 2025	<p>RC provided an update.</p> <ul style="list-style-type: none"> • Christmas Card ordering deadline is Monday 10th November at midday. This has been communicated to parents via ParentMail. • Hamper themes confirmed; initiative continues to be a strong fundraiser. • Reminder for Reps to follow up via WhatsApp groups if payments are outstanding for Hamper contributions. • Raffle tickets will be distributed on 21st November. Draw to be conducted by Miss Winter on 5th December.
Jolly Jam Jars – SW to draft communication outlining requirements, examples, and deadline	SW	Nov 2025	<ul style="list-style-type: none"> • Participation is optional, but only those who contribute may take part in the swap. • Classroom teachers to determine how the jar swap will be managed.
Appointment of new Chair	All	Sept 2025	The position of Chair remains open; no volunteers have come forward to date. Class Reps to continue promoting the vacancy and encouraging expressions of interest.
Confirm date for Meadfest 2026	SW	Sept 2025	MeadFest confirmed to take place on Saturday 16 th May 2026 Close

3. Upcoming events

Event	Yr group committed	Discussion	Action
AUTUMN TERM 2			
FoM Winter Ball	CC, et al	<p>Saturday 15th November, 6:00pm</p> <p>CC provided an update:</p> <ul style="list-style-type: none"> • Attendees to bring £5 cash for the Heads & Tails game, which will contribute to fundraising. • All other arrangements are in hand. • Hotel rooms still available at the discounted event rate. 	

Bake Sale	Pre-Rec	<p>Tuesday 18th November, 3:45pm</p> <p>Event details have been circulated among class groups. £1 for each baked good. Venue dependent on weather.</p>	
Christmas Fayre	FoM/All	<p>Sunday 30th November, 2:00-4:30pm</p> <p>Classroom Activities:</p> <p>PR Wrap a Gift R Christmas Games Will run two or three games.</p> <p>Y1 Arts & Crafts £150 - £200 budget for supplies. The colouring table was a success last year.</p> <p>Y2 Gingerbread Decorating Need to include GF & DF biscuits.</p> <p>Y3 'Guess the...'</p> <p>Y4 Christmas Tree Dress-up</p> <p>Y5 Tombola Boxes in loft from 2024 event.</p> <p>Y6 Nerf Fun</p> <ul style="list-style-type: none"> • Access to the school site confirmed from midday. • Ticket sales progressing well; 248 sold to date with capacity for up to 250. • Reps encouraged to finalise arrangements in liaison with FoM and the school. • TM to manage the bar; additional volunteers needed to assist. • SW liaising with stall holders—currently limited uptake. Opportunity for children to showcase their crafts also noted. • Suitable venues for various activities were discussed and agreed. • 'The Little Book Shop Factory' to run a workshop in one of the Reception classrooms. • TD and Laura Turner to play Christmas music in the gym. • DL volunteered to lead Decoration team with support from SW, LR, and TD. Plenty of decorations remain from last year. 	<p>SW to share last year's Arts & Crafts activity list with HL</p> <p>FoM to share pre-event message with parents reinforcing expectations around respectful behaviour.</p> <p>GW to promote stalls in 'Week Ahead'.</p> <p>Reps to speak to their predecessors to gather insight into success of their 2024 activity.</p> <p>SW to confirm readiness with Reps.</p>

		<ul style="list-style-type: none"> Children to receive a stamp on their lanyard card for each completed activity. This was successful last year. Face painter and photo booth booked; both to be in the drama room. 	
End of term event	SW Y6	Wednesday 10 th December 'Scroogical' Pantomime booked. Two performances: 9-10am & 10:30-11:30am Year 6 – Santa's Grotto	GW to share plan with SW. MC to communicate arrangements with the children.
SPRING TERM			
Quiz Night	Y4	No further discussion	
Movie Night	Y2	No further discussion	JB to confirm date with school
Meadfest	FoM/All	16 th May 2026 No further discussion	
SUMMER TERM			
Sports Day Colour Run	Y3	No further discussion	

4. Treasurer's Report

MG provided a brief overview of finances.

- Current balance stands at £3,399.72, with all expenses settled except the photo booth.
- Funds from Hampers, second-hand uniform sales, and Christmas Cards expected this month.
- Projected finances are in a strong position heading into next year.

5. Fundraising Requests

No new requests have been received.

Action>> Class reps to check with teachers if there are any items – beyond standard provision – that they would like to enhance school life for the children.

6. AOB

7. Adjournment

- Review of action items and responsibilities. Motion to adjourn.

[Meeting closed]

**The next meeting will be held on Thursday 22nd January 2026*