



## Friends of the Mead Meeting Minutes – 22<sup>nd</sup> January 2026

### Attendees:

Sara Wright (SW), Lora Grogan (LG), Tessa Duff (TD), Michelle Coveney (MC), Hannah Lawrence (HL), Nicola Aquadro (NA), Georgia Knight (GK), Izzy Davidge (ID), Juliet Batchelder (JB)

### Apologies:

Lucy Rudge (LR), Matt Grogan (MG), Eleanor Beeson, Liz Steedman

### 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 meeting on 5<sup>th</sup> November were circulated to the committee and approved.

### 2. Open Actions

Action	Owner	Start date	Comments/update
Second-Hand Uniform Sale	FoM	Sept 2025	Kathryn Flavell & Mary Ross have confirmed they will be stepping down from running the second-hand uniform department. The committee noted that this remains a valuable fundraiser and an important service for families. NA expressed interest in taking on the role. She will speak with KF for guidance and will recruit additional volunteers.

			It was suggested that a generic email address linked to the SumUp account would allow multiple volunteers to access the system. MG to investigate whether a shared email address for the SumUp machine can be set up.
Appointment of new Chair	All	Sept 2025	Several committee members will be stepping down in July, including SW (Chair), MG (Treasurer) and LG (Deputy Chair). LR happy to stay on as Deputy Chair for another year, if required. There has been one expression of interest for the position of Chair, but further interest from the parent community is welcomed. The committee encouraged anyone with even a small interest in becoming involved to come forward.
Nourish Food Bank	TD	Jan 2026	Mrs Wilson asked whether FoM could coordinate a regular donation to the Nourish Food Bank. The committee agreed this would be a positive and worthwhile initiative, and straightforward to implement. TD will liaise with school and Nourish to determine donation & collection dates for the remainder of the school year and arrange with Miss Winter for a regular reminder to be included in ParentMail.

### 3. Upcoming events

SW led a discussion around upcoming events and planning involved, summarised in the below table:

Event	Yr group committed	Discussion	Action
<b>SPRING TERM</b>			
Quiz Night	Y4	Two possible dates were proposed: Saturday 28 February or Saturday 7 March. The Year 6 parent quizmasters are available on 28 February.	SW to contact Cleo Callaghan to confirm availability for 7/3
End-of-Term Easter Event	Reception	To be discussed at the next meeting.	
<b>SUMMER TERM</b>			
Movie Night	Y2	21/1: JB has asked MC whether Movie Night could be held on 24 <sup>th</sup> April – awaiting response. TD shared 'How to run an event in school' doc with JB.  Further details to be discussed at the next meeting.	JB to confirm date with school

Golf Day	FoM/SH	All in hand. No further discussion.	
Meadfest	FoM/All	<p>Saturday 16<sup>th</sup> May 1:00-6:00pm  “Football World Cup” theme  Discussion included:</p> <p><b>Confirmed Bookings</b></p> <ul style="list-style-type: none"> <li>The marquee, band, two face-painters, and the photo booth are all booked.</li> </ul> <p><b>Food, Bar &amp; Refreshments</b></p> <ul style="list-style-type: none"> <li>TD is coordinating food trucks; aiming to include a range of street food and global cuisines.</li> <li>The bar will be run by TM and MG with a rota of helpers. GK offered to use her Booker wholesale account for drinks purchases.</li> </ul> <p><b>Stalls &amp; Activities</b></p> <ul style="list-style-type: none"> <li>LG is organising the inflatables and sweet treats (popcorn, candyfloss, sweets).</li> <li>A quiet zone will be set up with tables for colouring.</li> <li>Lanyard “Spot the Flag” activity for the children - each flag will display a letter to form a word.</li> <li>GK to confirm whether Freckles &amp; Fire can attend. If not, GK will explore booking The Crafted Bus.</li> </ul> <p><b>Decorations</b></p> <ul style="list-style-type: none"> <li>DL will lead on decorations - a check-in is needed regarding plans and spending.</li> <li>SW to book deck chairs.</li> </ul> <p><b>Entertainment</b></p> <ul style="list-style-type: none"> <li>Ideas for marquee entertainment included a salsa dance workshop (popular previously) or a session with Toby from Ready Steady Sport.</li> <li>LG proposed ‘It’s a Knockout’-style games for parents.</li> </ul> <p><b>Communications &amp; Tickets</b></p> <ul style="list-style-type: none"> <li>SW is creating the event flyer.</li> <li>TD to determine max capacity.</li> <li>Tickets are expected to go on sale in the next couple of weeks.</li> <li>A pre-event communication will be sent to ticket holders with a reminder on event etiquette.</li> <li>Year 6 pupils may attend unaccompanied provided a named parent is on site and assumes responsibility for them.</li> </ul>	<p>SW to create event flyer to cascade to parents ahead of ticket sales</p> <p>TD to apply for TEN</p> <p>TD to speak to Justina (school chef) to see whether they can provide BBQ catering</p> <p>GK to confirm whether Freckles &amp; Fire can attend</p> <p>SW to explore entertainment feasibility &amp; costs with Yani (salsa) and Toby (RSS)</p> <p>TD to draft pre-event comms for ticket holders</p>

Sports Day Colour Run	Y3	No discussion.	
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#### 4. Treasurer's Report

SW presented a brief overview of finances from the report provided to the committee by MG.

The current balance stands at £1,922.82 plus additional funds held by the school from the cake sale, plant sale, and second-hand uniform sales. All outstanding payments have now been made. Income from the Christmas card fundraiser is still to come in.

#### 5. Fundraising Requests

- **Hi-Vis Vests**

A request was made for 160 high-visibility vests for after-school club use. These could be worn home and returned the following day. They could also be worn by the children walking around town during the winter months.

**Action>> MC to place the order and charge back to FoM.**

- **World Book Day**

Mrs Hogg has requested vouchers to be used as prizes for World Book Day activities. The committee agreed to fund the vouchers.

- **Netball Posts**

A potential request from Mrs Grayson for new netball posts was noted and will be explored further.

#### 6. AOB

- **Mayor's Toy Appeal**

The committee discussed supporting the Mayor's Toy Appeal at Christmas as part of encouraging children's involvement in charitable activities. It was agreed that this would be an important and worthwhile initiative.

- **Nursing-Home Buddy System**

The idea of establishing a buddy system with a local nursing home was raised, with a view to fostering intergenerational connections and offering children meaningful opportunities to contribute to the community.

#### 7. Adjournment

Review of action items and responsibilities. Motion to adjourn.

[Meeting closed]

*\*The next meeting will be held on Thursday 12th March 2026*