



Friends of the Mead Meeting Minutes – 30th April 2026

Attendees:

Sara Wright (SW), Tessa Duff (TD), Matt Grogan (MG), Marie Mills (MM), Lucy Rudge (LR), Dani Clinton (DC), Marina Jeffries (MJ), Hannah Lawrence (HL), Ollie Colegate (OC), Georgia Knight (GK), Nicola Aquadro (NA), Helen Baxter (HB)

Apologies:

Liz Steedman, Juliet Batchelder

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

- SW welcomed attendees and thanked them for coming.
- The minutes of the FoM meeting on 19th March were circulated to the committee and approved.

2. Review of recent events

- **Bake sale:** will discuss at next meeting.
- **Second-hand uniform sale:** NA provided an update on the second-hand uniform shed, confirming it is now in a well-organised state. The committee thanked NA for her significant work, including a thorough sort-through of donations, a charity run and a dump run. NA will consider running more frequent sales as they are an easy and effective fundraiser. NA has also been responding to WhatsApp requests to supplement general sales.
- **End-of-Term Easter event:** will discuss at the next meeting.

3. Open Actions

Action	Owner	Start date	Comments/update
Appointment of new Committee	All	Sept 2025	SW confirmed that GK would like to take on the Chair role from September. The Treasurer position remains open. Due to limited time, further discussion was deferred to the June meeting.
Event handover sheets	ALL	Mar 2026	To be discussed at the next meeting.

4. Upcoming events

All upcoming events remain listed for awareness. SW led a discussion on MeadFest today; future events will be picked up at the next meeting.

Event	Yr group committed	Discussion	Action
SUMMER TERM			
Movie Night	Y2	Thursday 30 th April. MM noted that the annual movie licence costs £170 and is currently only used for this event. FOM agreed to take on the licence cost for future years and factor it into ticket pricing. All streaming platforms are now blocked; going forward films must be downloaded and played from a compatible device rather than streamed. A workaround is in place for this evening. There will be no bar for parents due to lower expected demand on a Thursday night. The new sound system has been tested and is working well, and Kamar will remain on site to assist.	
Golf Day	FoM/SH	30/4 update from Stuart Hetherington: all in hand. 20 tickets sold with sales closing 2/5. No further discussion.	
Meadfest	FoM/All	Saturday 16th May 1:00-6:00pm "Football World Cup" theme Ticket Sales Sales progressing well; some tickets still available. Event open to all. Entertainment Band to set up in the marquee on Saturday. Performance sets with	

		children's acts in between: 2:00–2:30pm and 4:30-5:00pm. Acts to include LAMDA, instrumental, singing and dance. - Yani booked to run a Salsa class 3:00 – 4:30pm in the marquee. Activities World Cup Letter Hunt: SW/HL to organise. Children receive card and pencil; flags around grounds each displaying a letter. Completed word ("CHAMPIONS") card can be exchanged at bar for a treat. Free activity. Craft Station: Smodge to run keyring/bag craft. Potential to add t-shirt decorating (linked to Colour Run shirts). GK to confirm with Smodge. Hand-stamping system to ensure one turn per child. Included in ticket price. Face Painting: not included in ticket price. Provider bringing own gazebo. Paint n Go: attending with travelling painting wall. Fee TBC. Provider to manage activity. Colouring Table: quiet activity with tablecloth colouring only (no stickers/glitter). Parent-led and free. Obstacle Course: run by GK's brother. Inflatable: to be set up Saturday morning. Supervision by Nia & Gus Harfoot. Photo Booth: to be set up in the marquee on Saturday. Stilt Walker: discussed but agreed too expensive. Decorations - LR & GK leading. Global football theme. Focus on marquee décor. - Decorations to be ordered urgently. - Balloons to be inflated Friday and stored in old music room. Food & Drink Pizza Cucina: arriving around noon on Saturday. Marino's Fish & Chips: will set up table in food truck area; orders delivered in batches. Gluten-free available.	SW/HL to organise GK confirm supplies SW order supplies LR/GK order decorations
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		• BBQ: strongly encouraged as a fundraiser. Chef Justyna to generate quote. Previous invoice from Chef Edward may assist. Menu suggestions: burgers, sausages, GF/vegan option, salads. Tokens to be sold at bar. TD to provide GF BBQ. • Sweet Temptations: booked. • Tuck Shop (YR5/6): selling crisps, small chocolate bars and pre-mixed sweet bags. Requires 10 volunteers in 30-min slots. HB to organise. HL/OC to prepare 250 sweet bags. • Ice Cream Van: cancelled; replacement proving difficult. Plan B: hire freezer and sell ice-creams from bar. • Alcohol Stock: low. GK has Booker account; but Sainsbury's & Majestic are also options. Preference to over-order to avoid mid-event shortages. Bins • MM has ordered additional bins (£296.16), cost to FOM. • Committee agreed event should be glass-free. MG to determine practicalities for bar. Pre-Event Communication SW to draft pre-event communication for parents, to include: • Event etiquette and reminders of what ticket price includes. • Managing children's expectations and behaviour at activities. • Responsible disposal of rubbish. • Disclaimer that this is a FOM event, not a school event - parents are responsible for their own children. • Wording regarding photos of other children on social media. Volunteers • Volunteers needed for Friday setup. SW, LR, TD, GK confirmed on site. • Additional volunteers needed for end-of-event clear-up (approx. 30 minutes if well supported). Other Operational Points • SW/Committee to confirm all arrangements with MM.	HB Tuck Shop HL/OC sweet bags MG to order bar stock SW to draft pre-event comms for ticket holders ALL ask yr groups for support
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		- Kamar to open Saturday morning and act as point person for electrics. MM to share MG's contact details with him to confirm hours, fee and payment. - MM to book cleaners for 6pm and arrange lock-up. Invoice to FOM. - FOM to manage decoration takedown and ensure all rubbish is binned. - All footballs to be put away; foam footballs to be purchased.	MM to book cleaners SW to order footballs
Nourish Foodbank Collection	All	27/4 update: collection dates confirmed for Friday 22 nd May and Friday 19 th June. Dawn, Operations Manager at Nourish, is coming to speak to the children during assembly on Monday 18 th May. No further discussion.	
Sports Day Colour Run	Y3	No discussion.	

5. Treasurer's Report

MG gave a brief overview of the current financial position:

- Current bank balance is £6,066.85 – all payments are up to date.
- Movie Night: £500 income; £163.25 expenses.
- MeadFest: £3,540 raised so far from ticket sales. Upcoming costs: Smodge craft materials, band, bar alcohol and decorations.
- Second-hand uniform sale: £577.08 raised.

6. Fundraising Requests

All previously submitted fundraising requests have been approved. Mrs Feaver has requested £100 to support a lunchtime club for children who prefer quiet, structured indoor play. The committee agreed this is a positive initiative and approved the request. School to purchase required items and invoice FOM.

7. AOB

None.

8. Adjournment

Review of action items and responsibilities. Motion to adjourn.

[Meeting closed]

**The next meeting will be held on Thursday 11th June 2026*