

## Meeting Minutes

7:45pm, 7th September 2015

### **Attendees**

Victoria McDonnell      Sue McCourt      Jo Taylor      Gemma Himsworth  
Annabel O'Docherty      Vikki Turner

### **Apologies for Absence**

Maxine Williams      Jo Goddard      Nicola Mills      Elizabeth McMillan  
Sarah Booth      Donna Klander

### **1. AGM / Intro to FOR – content and format**

- Date and time – Tuesday 6th October at 7:30pm.
- Slide show to run through presentation.
- FOR member on each table.
- Ms Margetts to do a short talk.
- FOR content – who we are, our individual experiences, what we do, anyone can be involved in a variety of ways.
- Parent questionnaire / contact sheet
- Drinks and nibbles to be provided

**Action VM** – discuss with Ms Margetts to confirm attendance and her input.

### **2. Calendar / Events confirmation**

- Zoo Day – 24th and 25th September
- Christmas Bazaar / Grotto 12th and 14th December
- Spooky disco 16th October
- Quiz night 13th November TBC
- Christmas Parties TBC

**Action VM** – confirm dates with school and get date for christmas parties – if going ahead

**Action SM** – confirm quiz master

**Action GH** – book halls and rooms needed for events

### **3. Grotto / Bazaar**

- Time confirmed as 1-5pm on the 12th and 3:30pm on the 14th
- Photographer GM
- Refreshments will be offered on the Monday
- Setting up help needed and possibly someone to shadow AO to understand how set up currently works.

- Stall holders to be contacted – 2 hours minimum commitment

**Action AO** – organise volunteers

**Action SM** – contact stall holders

#### **4. Confirmation of committee members inc joint secretary**

- Minimum of 4 officers needed – Chair, Vice Chair, Secretary and Treasurer
- Up to 5-20 committee members can be listed
- Teacher representatives
- VT to help with secretary role
- New parents / all parents encouraged at AGM to get involved

**Action VM** – prepare AGM presentation and liaise with Ms Margetts re school involvement with FOR

#### **5. Spooky Disco**

Possible adjustments for this year

- Scale down food at both discos to avoid wastage and for healthy eating reasons
- Infants to be supplied with a plate to take into the disco with them
- Change times to 3:15 – 4:30pm for infants and 5:00 – 6:30pm for juniors
- Introduce another craft at infants
- Infants activities to include, apple bobbing, tattoos, scratch art, face painting, magnet?
- Juniors event to have bouncy balls, tattoos and bracelets to buy
- Price of Junior disco to go from £3.50 - £4

**Action VM** – to look into changes of format

#### **6. New fundraising ideas**

- Phill the bag – After Easter break?
- Photograghy Competition – possibly in February – Prize per year?
- Continue fundraising activities such as Churchill Panto trip and Christmas cards

**Action VM** – check Panto ticket planning is underway

**Action VT** – organise christmas cards once school has given the go ahead

#### **7. Spending approach this year**

- Possible idea – gardens
- Does the Head / School have any ideas?
- It would be good to have a large objective to work towards

**Action VM** – talk to Ms Margetts

#### **8. AOB**

The christmas parties were discussed and it was felt there may be better and more healthy ways to celebrate.

**Action VM** – discuss with Ms Margetts possible alternatives

**Next meeting Tuesday 10th November 2015**