

Friends of Moorlands meeting 06/11/2018 at 7pm

Minutes.

1) Present and apologies.

Sarah Loveridge (SR) , Louise Rankin (LR), Laura Denman (LD), Carol Hunt (CH), Vicky Roe (VR), Jenny Gale (JG), Leanne Jenks (LJ), Gemma Waring (GW), Natalie Smith (NS), arrived at 7.15pm).

Apologies were received from Andy Venn (AV), Jo Woodford (JW), Caroline Nash (CN), and Jennifer McAllister (JM).

2) Review and approval of minutes from the last meeting.

The minutes were approved and signed as an accurate record of the previous meeting.

3) Matters arising from the minutes.

There were no matters arising from the minutes.

4) Past events.

Both the recent cake sale and the family film night were successful events, A discussion followed regarding the renewal of our film license, and VR advised that our film licence automatically renews and we need to give 60 days notice of intent to cancel should we wish to do so. The approximate cost of this is £90.

Full details of net profit from the recent events are included in the treasurer's financial report.

5) Financial report.

Please see the report attached.

6) Code of Conduct.

GW kindly typed up and distributed to the proposed code of conduct to all committee members present.. The code of conduct was read and was unanimously agreed that we would all abide by this code.

7) Pamper/Craft evening update.

This discussion began around the use of social media to advertise this event, as mentioned in the code of conduct. Conclusion was that advertising this event on social media, is perfectly acceptable. We must all ensure that when using social media we don't state anything that could potentially bring the school into disrepute.

Poster has been made by Liberty Baker, daughter of Mrs Emma Baker which will be displayed on the school site and other places within our community. FOM requested that our thanks be conveyed to Liberty. GW placed an advert on stallfinder.com and an up-to-date list of all stallholders attending the pamper night are included on the attached list. GW was thanked for all her efforts.

SL will have a conversation with AV regarding setting up on the evening in the school hall. It was requested that as many people from FOM as available arrive from 6 PM on the evening to assist with the set up and the

stallholders to arrive shortly afterwards at approximately 6:30 PM to arrange their stalls in time for a 7PM start.

A request has been made to staff members to donate chocolate items for a chocolate raffle and this is already happening.

Members of FOM will set up and man a refreshment 'cafe' selling Coffee, tea, hot chocolate and squash. NS offered the use of her slow cooker so we can serve already prepared hot chocolate. We will also be selling cakes and all FOM members have been asked to either make cakes or donate shop bought cakes.

During the evening, we will have background music playing which will include some Christmas music. CDs will be supplied by AV. Stallholders will pay £10 on the evening for the hire of their stall. Any money that they make on top of that will be their profit.

Items to purchase for the evening will be tea, coffee, milk, hot chocolate, marshmallows, sugar, and nice chocolate biscuits. We already have squash leftover from the film night. LR will check the number of thermo cups that we still have and purchase more if necessary.

At this point VR advised that a padlock had been purchased for a new storage box and all were made aware of the combination code at the meeting.

8) Christmas.

Christmas card update.

LR advised that all artwork had been received for the card templates and been sent off and are currently being printed. Awaiting notification of printing being completed The templates will be sent home to parents for them to order. Once orders received, VR and LR will count the money and place the order.

Christmas shop update 10th - 14th December 2018.

Volunteers required on the morning of Friday 7th December to help set up shop in preparation for its opening the following Monday.

SL has a list of everybody who volunteered to help buy for the Christmas shop and she will be setting up a Whats App group for us all to update with any items as and when they have been purchased. This will enable us all to know exactly what has been bought and how much has been bought. Price per item purchased will be as close to and no more than £1. It was discussed that ideally we need 2 DBS members during every session in order for the sessions to run as smoothly as possible. A helpers rota will be drawn up and circulated.

VR advised that 625 presents were purchased last year, so we will aim to start off with 600 presents for the Christmas shop, but this will also have to be reviewed as the week goes on. We voted on a maximum spend of up to £1000 on purchases, as this will stop the potential necessity to have to revote on expenditure throughout The Christmas shop week.

We will need to purchase cellotape, pens and bags on a roll for children to put their presents in. We may still have some of these items left from last year so need to check existing stock before buying. VR ad used that she has already purchased wrapping paper and stick on labels which are a massive time saver. LR has some wrap at home left over from last year which she'll keep as reserve to prevent any last minute need to purchase more wrap.

LR will track down Christmas shop letter and send to CN for distribution to parents. We need to ensure that the letter clearly States that the shop is for adult parents/carers/grandparents etc and doesn't stock children's presents.

Santa

SL handed out a paper to all those who volunteered to help by Santa presents.

This clearly stated who was buying the presents, which year group you are buying them for and how many present you needed to purchase including the breakdown of boys and girls. It also contains very clear instructions of how there to be wrapped and labelled etc which made the process very clear, particularly for those who may not have helped with this event before.

It was confirmed that books will be bought for all year groups and currently 'the works' are selling a selection of books at a cost of 10 books for £10. Again, the first limit for these items are n9 more than but as close to £1 each.

Performances

We were advised that there will be different Christmas performances put on by children across the year groups and FOM have been asked to provide refreshments and sell raffle tickets for hampers. All FOM members have been asked to donate items such as crisps, chocolate, nuts, mince pies, and chocolate for the hampers which will be made up along with any leftover items from the Christmas shop in preparation for the performances. We normally place a selection of these items in cardboard boxes that are donated and then wrapped with cellophane and decorated with some Christmas ribbon and a bow.

We will need to check our refreshment stock prior to the performances and purchase any items that are needed, for example, milk.

9) Teacher updates/requests.

GW Advised that she has received an email from Mrs WB requesting that if anybody at the meeting was able to make or supply mince pies for the key stage 2 Christmas performance, it would be greatly appreciated. The amount needed would be approximately 200 mince pies in total so would be very grateful of any help we can offer.

We need to chase up the situation regarding sponsorship for Hi Vis jackets to be supplied for the use of the children on school visits. LR will do this.

10) future fundraising.

We had a discussion about a fundraising event for the children to wear Christmas jumpers for the cost of £1, but it was agreed that this is actually done by a different charity so therefore we are unable to do this.

There is a possibility that we will promote a dress down day in February 2019. Theme to be decided.

We also discussed the possibility of having a quiz night where we could order fish and chips to be eaten prior to the event. This is done in other schools and is successful and may help with making the event a bigger success, possibly at our AGM? More to follow.

11 AOB

Christmas cake sale will be on the afternoon of Monday, the 10th of December at 3:15 PM. Volunteers needed please. This will be for the whole school as opposed to phase groups, CN - please could you adapt the cake sale letter accordingly?

12 Date and time of next meeting

Tuesday 22nd January @ 7 pm.

