



**Friends of School**  
**Milborne St Andrew First School**

**Minutes of Annual General Meeting Friday 18<sup>th</sup> November 2016**

<b>Present:</b>	Caroline Richards (CR) Kate O'Kelly (KO) Beth McFetridge (BM) Becky Hunter (BH) Bill Britton (BB) Jo Ball (JB) Fran Porter (FP) Clare Pavey (CP) Kirsty Young (KY) Ian Young (IY) Sharon Hunt (SH) (from 2.40pm)	<b>Apologies:</b>	Donna Howard Trish Padwicke Joanne Miller Emma Bratley Jenny Diffey Clare Cranston Claire Joyce Hayley Davis Leanne Bagwell
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<b>Agenda item</b>	<b>Details</b>	<b>Action for</b>
1	<b>Apologies received</b>	
2	<b>Minutes of last Annual General Meeting</b> Minutes approved	
3	<b>Approval of accounts</b> Accounts for the year ending Sept 2016 were presented and approved. The main fundraising ask for this academic year is for playground equipment.	
	It was noted that there have been some significant payments to school, partly due to the fact that FOS had an uncertain future. Treasurer & Chair to review these payments with school. In addition £500 was to be paid for the anti-bullying performance, however parents will be asked to contribute. It was agreed that we wished to focus on raising funds for outdoor play equipment.	BB to speak with SH
	Also it was suggested that as there will be a number of new committee members it was important to review the areas of regular expenditure (Christmas lunch, books, classroom payments) along with the larger amounts required for the playground.	BB
	Signatories for the a/c need reviewing and updating.	BB
4	<b>Election of Committee</b> Becky Hunter was publicly thanked for all her tireless work raising funds whilst chair of FoS. Members of her committee who have stepped down were also publicly thanked for their hard work and dedication. The committee was proposed and elected as follows:  Caroline Richards – Chair Kate O'Kelly – Vice Chair Bill Britton – re-elected as Treasurer Secretary – vacant Committee members: Jo Ball (re-elected)	

	Donna Howard (re-elected) Joanne Miller (re-elected) Trish Padwicke (re-elected) Emma Bratley (re-elected) Fran Porter Clare Pavey Kirsty Young Jenny Diffey Claire Joyce	
5	<p><b>Reception, KS 1 &amp; KS2 Christmas shows</b></p> <p>FoS will be serving refreshments at all three performances – volunteers and cake bakers will be required. A suggestion was made that mince pies aren't usually very popular so better to provide festive cakes and a set price of £1 for a drink and cake or 50p for a drink would be a better solution rather than donations. Also it could be possible to provide this prior to the performances if timings allow.</p> <p>Times: Reception – 9.15am 13<sup>th</sup> Dec; KS1 – 1.30pm 13<sup>th</sup> Dec; KS2 – 1.30pm 14<sup>th</sup> Dec.</p> <p>Filming of the shows was discussed as this gives a memento for parents of the performances. Becky Hunter will pass on the contact who was used last year but important to liaise with SH. KO to discuss with SH, urgent.</p>	<p>CR to request vols</p> <p>KO</p>
6	<p><b>Christmas Dinner – Thursday 15<sup>th</sup> December</b></p> <p>Joanne has already started to organise this very popular event and has a good team of volunteers. Lots of help and volunteers required to prepare/cook &amp; serve food from 10.30am. Also hall decoration and clearing away.</p> <p>Children will make their own placemats for the meal. SH to organise with teaching staff.</p> <p>Invitations for the lunch to staff, governors, VIPs etc. SH to provide a list by the 1/12/16 to prepare invites. DH has the invitations.</p> <p>Father Christmas – has retired so we need to find a new volunteer to carry out this important role (costume will be borrowed from Ladybirds as usual). If you have suggestions please let CR know.</p> <p>TP has already purchased the books as presents for the children. These are now with CP for wrapping.</p>	<p>JM to lead</p> <p>SH</p> <p>SH, DH &amp; CR</p> <p>CR</p> <p>CP</p>
7	<p><b>Christmas jumper day</b></p> <p>School council have decided to use this day to raise money for NSPCC. We could possibly have another non-uniform day to raise money for FoS.</p>	
8	<p><b>Future fundraising ideas</b></p> <p>JB suggested that we should do the tea towels again this year for Christmas, available for purchase at the Christmas shows. JB volunteered to organise this. SH would organise a time for this to be completed in class.</p>	JB
9	<p><b>AOB</b></p> <p>Publicity for the green clothing bin and the ink cartridge recycling needs refreshing as we have not raised much from these items recently. Need to inform new parents but also to the local community. Need for a FoS newsletter this term and publicise the clothing bin in the Reporter.</p>	CR to prepare newsletter

	<p>Some suggestions given: Spring/Easter Fair; Spa day; Salsa Evening at Milton Abbey; Dads camp; School Disco; theatre trip. Invite other groups to perform at school where some of the children attend that group e.g. Dorchester ballet and Dance mini show or Blandford Forum Gymnastics mini show. More traditional ideas such as 'Guess the sweets in the jar' and cake/ ice cream sales during the summer months.</p> <p>Create a 'totaliser' which could be placed in the foyer to show how much money has been raised so far towards the new playground equipment.</p>	FP
10	<p>Date of next meeting – January 2017, TBC</p> <p>Meeting closed at 3.10pm</p>	