



Friends of Alderman Jacobs School

MEETING MINUTES - 18th September 2018

Attendees: Nicol Gray, Jenny Smith, Lauren & Tina Vinn, Chris Holland, Adelle Vargo, Kelly Rudd, Paul Cave, Kayleigh Luxford and Tara Flatters

Apologies: Nicky Baker, Shardie Winfield, Joel Combes

Item		Discussion/actions
1.	Welcome and apologies	<ul style="list-style-type: none"> We welcomed five potential new committee members! Adelle, Kelly, Paul, Kayleigh and Tara. Thank you for coming along and participating. We look forward to seeing you again at future meetings and events.
2.	Minutes of last meeting	<ul style="list-style-type: none"> The minutes from 10th July need to be finalised and published on website, NG/NB
3.	Financials Update <ol style="list-style-type: none"> Treasurers Report Charity Commission Request Cheques 	<ul style="list-style-type: none"> Current bank balance £4837.19. Still to pay for the Y6 coaches for panto and if approved release funds of £2000 for Mighty Writers. Charity commission information needs submitting. NG/NB will attempt this but may require CH assistance again Cheques signed to reimburse NB for Ice Cream purchases and NG for Secret Santa purchases,
4.	Activities Feedback <ol style="list-style-type: none"> Ice Cream Social MyNameTags 	<ul style="list-style-type: none"> Event was well attended with 47 tokens handed in, although we felt more attended. Feedback was it was loved by the children but seemed chaotic and people were waiting for the talk but didn't happen due to being split across outside area and two classrooms. Decided that next year have the briefing as part of the New Starters events and could give the ice creams as a gift for celebrating the end of the first week. We don't know the current uptake, so will wait to hear from them with our first commission cheque. Need to ensure the information gets shared in the New Starters pack, as some took up the labels offered by Total Clothing instead.
5.	Upcoming Events <ol style="list-style-type: none"> AJS Internet Safety (16/10) Halloween Disco (18/10) Christmas Cards (late Nov/early Dec) Coffee & Carols (7/12) Secret Santa (10th and 11th December) Summer Fete (29/06/19) 	<ul style="list-style-type: none"> Tina, Shardie and Nicol have offered to help sell refreshments at the AJS Internet Safety Event. JS/NB to check current refreshment/goodies stocks and purchase any additional items as needed. Agreed Disco still going ahead, see point 6 for actions, Check if Syreeta and Nicky are happy to co-ordinate cards/calendars again and get packs ordered. NB Dates agreed for coffee and carols, already published on newsletter. Actions can be agreed at November meeting Date for Secret Santa to be agreed, need to work around availability of hall. To be reviewed at November meeting. Summer fete date agreed around food and farming trip, as we can use the empty classrooms the day prior. Separate planning meetings will be arranged nearer the time.



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6.	<p>Halloween Disco Actions</p> <ol style="list-style-type: none"> 1. Update poster/entrance slip 2. Promote event <ul style="list-style-type: none"> ○ School Gates & Noticeboards ○ Facebook ○ Newsletter ○ Parent Mail 3. Volunteers (including First Aid) 4. Purchase of refreshments 5. Glow sticks 6. Music Voucher for Chris 	<ul style="list-style-type: none"> • Poster updated during meeting by JS. Copies given to CH. • NB to put up on noticeboards • CH to put laminated copies on school gates • TV to publish on Facebook page • NG to email Office to get date added to October newsletter • NB/JS to publish on website and issue poster and entry slip by email 2 weeks prior to event • TV to put note on Facebook for additional volunteers • NB to put list up on staff noticeboard for additional school helpers • TV purchased glowsticks during meeting (ordered enough to cover next event as well) • CH will order UV lights • NB to purchase crisps/drinks as per previous years from Aldi. • NB to order i-Tunes voucher for £25 for CH • JC to bring voodoo keyrings as prizes (as they are currently stored at his premises) • Question raised about whether this event will be open to AJS pre-school children. Discussed that this event gets extremely busy and loud and some EY children struggle. Also, if we opened it up the numbers of additional adults that would need to stay could mean it was even busier. Suggestion that pre-school run something themselves during their existing sessions. NG to raise with NB
7.	<p>Requests for support</p> <ol style="list-style-type: none"> 1. Mighty Writers – review timeline/funds prediction 2. Any additional requests 	<ul style="list-style-type: none"> • Reviewed the request for £2000 towards Mighty Writers. Reviewed the timeline which shows that we will still have enough funds to cover pantomime. Request voted on and approved. • Additional request received for £100 to support FOAJS fish tank. Requested voted on and approved • NG to give signed funding request forms to NB for funds to be allocated.
8.	<p>AOB</p> <ol style="list-style-type: none"> 1. Christmas Fayre Email from Selina Godfrey 	<ul style="list-style-type: none"> • Find out what Selina sells and advise not running Christmas Fayre, maybe considered for Summer Fete. • Reviewed the timeline of future events and actions. Discussed putting November bingo in the calendar as this was done last year and is simple to set up, Date to be agreed at November meeting. Also look at Car Boot/Table Top Sale in January. • We need to make sure we have our high vis jackets on at events, so people know who to speak to with questions or queries. These would have been useful at the Ice Cream Social.
9.	<p>Date of next meeting</p>	<p>Tuesday 6th November - 6.30pm at school (apologies already received from Kelly Rudd)</p>