



Friends of Alderman Jacobs School

Item		Discussion/actions	By whom
		<p>Thank you: Nicol has passed the thank you cards to Micheala. Nicol will forward the insert flyer to Kelly to amend to this year's total.</p> <p>Kelly and Micheala will amend and print the final flyers and insert them into the thank you cards and distribute them to all Fete donators and the Bouncy Castle company.</p> <p>Banner: Nicol to borrow a banner for road campaign photos and look into having one made (Advertise the printing company at the bottom for a better deal)</p> <p><u>Trustee Emails</u> Carried over: The Trustee new emails are still not working Jenny was looking into this</p> <p><u>Trustee Shared Drive Access</u> Action Completed by Adam and Drive shared Rick to check he has the shared Drive and let Kelly know</p> <p><u>AJS Website FOAJS Meeting Notes</u> The meeting notes have not been published on the school website since December. Kelly to contact Sarah Wood to update these and upate the Trustees information</p> <p><u>Next meeting agenda</u> Xmas card – Check how early we can start the process.</p>	<p>NG</p> <p>MS & KR</p> <p>NG</p> <p>JLS</p> <p>RD</p> <p>KR</p> <p>NB</p>
8.	Date and time of next meeting	24 September 2019 – Straw Bear Public House	