

## <u>GENERAL</u> <u>MEETING MINUTES – 16/07/2019</u>

Attendees: Tina Vinn – Shardie Winfield – Adam Winfied – Krissy Mills – Marisa Overend – Micheala Southwell – Nicky Baker -Nicol Gray – Kelly Rudd – Lyndsey Frickleton – Joel Combes- Chris Holland Apologies: Richard Darracott – Jenny Lynes Smith – Tara Flatters

Item		Discussion/actions	By whom
1.	Welcome and apologies	Apologies	TV
2.	Minutes of last meeting		TV
3.	Financials Update 1. Treasurers Report	<ul> <li>In the bank £6995 All bills paid</li> </ul>	•
4.	Activities Feedback		
	Fete Individual Stall Profits	FETE profitFootball Challenge £66.02Activity Area £35.60Hair Braiding + Hair Spraying £26.82Face Painting £171.30Tombola £61.70Lucky Duckys £351Trash or Treasure £127.92Pocket Money Stall £120.65Wine or Water + guess the sweets £144.50BBQ £419.55Cakes £196.16Indoor Refreshments £28.52Outside Refreshments £284.08Ice Creams £310.52Entry Gate £249Main Raffle £882.30Bouncy Castle £195.80	
	Overall Fete Profit	Total to bank with pitch fees and expenses £4341.85	
	Fete Areas in need of Improvement & Areas that did well	<ul> <li>Hair braiding: Overall thoughts - was quite slow to complete each braid even with 4 people. Will possibly need more volunteers next year and possibly a couple of people arranging the braids and beads -Next year will have less expenditures due to having a stock left over.</li> <li>BBQ: Sold out of burgers &amp; had left over sausages – There was less burgers than previous years so maybe order a few more burgers next year and less sausages.</li> </ul>	



Item	Discussion/actions	By whom
	<b>Ice Creams</b> : Excellent profit this will be taken forward for next year and we can tailor needs to the weather.	
	<b>Extra half hour:</b> overall consensus was that this was good. It helped make the main arena and help the program run smoother, everything felt less rushed. Happy to continue this to next year's fete.	
	<b>Raffle Tickets</b> : It was queried by a member of the public that the raffle tickets stated the 3 main prizes and "other prizes", but these are on the lucky ducks not the raffle. – Overall opinion is that the wording "other prizes" will be taken off next years tickets.	JC
	<b>BBQ:</b> More tomato sauce/ charcoal required for next year – Weather dependent	
	<b>Entrance:</b> Nearly 600 adults entered which is up from last year.	
	<b>Entrance and Exit Plan:</b> Entry plan was great, and the fete was set up in good time. But we need an exit plan next year. The taking down and clearing away of the event needs more organising.	
	<b>Face paint</b> : If enough volunteers the stall could benefit having a person to take the payments.	
	<b>Gazebos</b> : Rod has quotes for an extra gazebo, this will be followed up after the summer holidays. Dependent on the quote and sales we may buy 1-2 for future events.	
	<b>Signs:</b> Male and female toilet signs to be created for next year.	
	<b>Football</b> – Next year Adelle will attach a net to the back for easier retrieval of the balls. Adelle will store this for next year.	AV
Accidents	No accidents reported	
Overall thoughts	The event ran smoothly and was a great success	



Item		Discussion/actions	By whom
5.	Upcoming Events		
	New Starters Ice Cream Afternoon	New Starters Ice Cream Afternoon Friday 13th	
		Volunteers to hand out leaflets and use these as a ice breaker to explain about FOAJS.	All Volunteers
		We will also relaunch the school safety sign naming competition to be launched at the early years ice cream event with a week's entry time.	
		The FOAJS video is to be set up to play on loop in the early year's classroom.	
		7 people have volunteered but the even will be arranged via messenger.	TV & RD
		Ice cream token: Nicol will email Kelly the vouchers to print	NG & KR
		Nicol will send Tina last years Ice Cream Social email to be amended and resent for this event	NG & TV
		Ice cream cones are in stock we will need the volunteers to bring ice cream scoops.	All volunteers
	Halloween Disco	Halloween Disco 17 <sup>th</sup> Thursday – Chris is available Will organise in the next meeting	
		<b>Pocket Money Stall:</b> Stock will be needed for the pocket money /secret Santa stall later in the year as all stock has been sold.	
6.	Requests for support	none	
7.	AOB Road Safety Campaign	Road Safety Campaign Nicky/Nicol are talking to Chelsea about photos in October, looking to have a photo with children and the yellow zigzag lines outside of school to use in Road Safety campaign –	NB & NG
		<b>Yellow Lines</b> : Carried over - Rick to contact council regarding the faded yellow lines outside school – Would be ideal if this could be complete before the above photos	RD
		<b>GDPR:</b> Carried over – Nicola will look into this and forward to Kelly or post on the G Drive	NB



ltem		Discussion/actions	By whom
		<b>Thank you:</b> Nicol has passed the thank you cards to Micheala. Nicol will forward the insert flyer to Kelly to amend to this year's total.	NG
		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.	MS & KR
		<b>Banner:</b> 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)	NG
		Trustee Emails Carried over: The Trustee new emails are still not working Jenny was looking into this	JLS
		Trustee Shared Drive Access Action Completed by Adam and Drive shared Rick to check he has the shared Drive and let Kelly know	RD
		<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	KR
		Next meeting agenda Xmas card – Check how early we can start the process.	NB
8.	Date and time of next meeting	24 September 2019 – Straw Bear Public House	