



# Friends of Alderman Jacobs School

## GENERAL MEETING MINUTES 15<sup>TH</sup> OCTOBER 2019

**Attendees:** Micheala Southwell - Kelly Rudd - Rick Darracott - Adelle Vargo - Kayleigh Luxford - Tara Flatters - Chris Holland - Krispy Mills - Nicol Gray - Nicky Baker

**Apologies:** Marissa Overend

Item		Discussion/actions	By whom
1.	Welcome and apologies	Apologies - Marissa Overend	RD
2.	Minutes of last meeting and any outstanding actions	<p><b>Road Safety Campaign</b> – To chase up Wilma and Fred. Check why they are not outside at school start and finish times</p> <p><b>Banner</b> – Agreed to order two banners for either side of the School. Posts have been suggested to give a clear view for one of the banners.</p> <p><b>Secret Santa</b> – Dates confirmed 10<sup>th</sup> &amp; 12<sup>th</sup> December.</p> <p>Shopping split between NG, KL, KR &amp; MS. One shopping trip scheduled for 29<sup>th</sup> October</p> <p><b>Christmas Bingo</b> – Prizes still to be brought</p>	<p>NB</p> <p>NG + Chelsie</p>
3.	Financials Update 1. Treasurers Report	<p>£6707.01</p> <p>Invoice chase 3 times for the FOAJS leaflets. Nothing else KR can do to chase this as now left in the company's hands and await further feedback</p>	<p>NB</p> <p>KR</p>
4.	Activities Feedback		
5.	Upcoming Events	<p><b>Halloween Disco</b> After School club on until 16:15. Set up to begin at the back of the hall whilst the club is running. Volunteers: First Disco 26 Second Disco 27</p> <p>Sweets Purchased</p> <p>Allergy check done on sweets and crisps</p> <p>Glow sticks ready just need snapping</p>	<p>KL</p> <p>CH</p> <p>KR</p> <p>KR</p>



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Item		Discussion/actions	By whom
		<p><b>Coffee and Carols</b> Add some extra refreshments, Christmas Biscuits, Apple Pies.</p> <p>Display a poster to advertise refreshments On the hall entrance doors.</p> <p>Volunteers to be arranged at the next meeting</p>	
6.	Requests for support	<p>Early Years and Pre School - outdoor waterproof outfits x 12 £ 155.64 10 Votes Yes</p> <p>Year 6 revision cards for SATS support – £155.80 10 Votes Yes</p> <p>Year 6 Panto at the Key £1166 10 Votes Yes</p>	All signed off by trustees
7.	AOB Road Safety Campaign	<p>Constitution was brought up by a member and discussed. The constitution stipulates the trustee meetings must be held 3 times a year to meet the regulations for the charity. These are the meeting notes that are investigated by the authorities should we ever be investigated. We do however have a few more for bigger events, this is to make sure we have covered all areas, and nothing is missed.</p>	RD
8.	Date and time of next meeting	12th November to be confirmed	RD