



Friends of Alderman Jacobs School

GENERAL MEETING MINUTES 24TH SEPTEMBER 2019

Attendees: Kelly Rudd – Krissy Mills – Marisa Overend – Tina Vine – Lauren Vine – Kayleigh Luxford – Lyndsey Frickleton – Katie Moore – Jenny Smith – Rick Darracott – Adelle Vargo – Joel Combes – Tara Flatters – Chris Holland – Nicol Gray

Apologies: Michaela Southwell – Shardie Winfield

Item		Discussion/actions	By whom
1.	Welcome and apologies		RD
2.	Minutes of last meeting and any outstanding actions	<p>GDPR policy – Repeat Action – Will check with charity commission to ensure the FOAJS is covered by the Schools Policy.</p> <p>Road Safety Banner – Repeat action – Banner to be designed.</p> <p>Road Safety Photo – Repeat action – Contact Chelsea to arrange photos</p>	<p>KR</p> <p>NG</p> <p>NG</p>
3.	Financials Update 1. Treasurers Report	<ul style="list-style-type: none"> • £6775.77 <p>Invoice for FOAJS to be chased as not yet received.</p> <p>Ice creams donated to the Ice Cream Social resulting in no cost to the charity.</p>	<p>NB</p> <p>KR</p>
4.	Activities Feedback ICE CREAM SOCIAL	<p>The event went well, all parents attending received fliers and good feedback was received. Unfortunately, there was no new members at this month's meeting.</p> <p>A statement will be placed on Facebook Asking if there are any people who would like to help the FOAJS but not attend meetings, ie: volunteer time at events only.</p> <p>A poll may also be created asking what people would like to help with.</p>	JS/TV/CH
5.	Upcoming Events ROAD SAFETY CAMPAIGN WINNERS	<p>4 Entries received from Early Years</p> <p>VOTE Wilma & Fred = 6 Safety Sally & Parking Peter = 0 Elizabeth & Lucas = 2 Safety Suzy & Peter Park Right = 4</p> <p>WINNER Darcy Newman – Japan – With Wilma & Fred</p> <p>School assembly to be arranged for the presentation of a £10 gift card – This is also to be tied in with the safety campaign photos.</p>	NB/NG



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	HALLOWEEN DISCO	<p>Road Safety Mascots to placed outside during school runs as these have not been used this term</p> <p>School hall booked for the 17th October Set up 16:45 17:15-18:30 18:45-20:00 The DJ has been secured - Stage to be set for the DJ before his set up 16:15</p> <p>Volunteer list sent for names from FOAJS resulting in 10 people.</p> <p>Early years Teachers will be approached to attend Disco 1 A list will be put in the Staff room asking for volunteers to help on the event on the night</p> <p>DJ to be given £20 iTunes voucher for the music provided</p> <p>JS will amend last years poster and send to KR NG will send KR disclaimers to add to the poster. (Allergies, phones, pushchairs) KR will amend the Halloween poster as required and share to be released on Facebook, school email and notice boards. JS will share posters to the G-Drive</p> <p>Glow sticks to be purchased and given to KR</p> <p>Snacks to be purchased 350 Crisps 6 bottles of Squash (based on last years numbers)</p> <p>Decorations are in the shed – the Halloween no entry tape can be used on no go areas and will need collecting prior to the event</p> <p>First Aid has already been arranged for the whole night</p>	<p>NB</p> <p>NB</p> <p>JS</p> <p>JS</p> <p>NB</p> <p>JS NG</p> <p>KR</p> <p>JS</p> <p>TV</p> <p>NB</p> <p>KR</p> <p>NB</p>
	CHRISTMAS ORDERS	<p>Christmas cards/mugs/coaster design is the same as last year with the same prices. Packs have already arrived with a deadline of October 10th. These will be put in all children's book bags this Friday Payment will be cash only</p>	<p>NB</p>



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SECRET SANTA	<p>Hall availability to be checked/booked and the date to be released</p> <p>Re-stock required with a spend up to £700 NG, KL, MS, KR have volunteered to approach shops/business for bulk purchases (min 10 of each item).</p> <p>List of shopping categories to be divided and released to the volunteers to commence purchasing.</p> <p>Items to be purchased and receipts then handed to the Treasurer for payment.</p> <p>Wrapping paper in stock so not needed but any donations of this are welcome.</p>	<p>NB</p> <p>NG, KL, MS, KR</p> <p>NG</p>
XMAS FAYRE	<p>FOAJS ran an evening Fayre in 2016 but only £87 was raised. This is a small amount considering the organisation that went into the event.</p> <p>Instead it has been suggested the Coffee and Carols event could be vamped up to sell other items such as festive biscuits, cakes, sausage roles.</p>	To be organised nearer the time
CHRISTMAS BINGO	<p>Christmas Bingo, Friday 29th November Hall to be booked</p> <p>Prizes to be purchased will be festive - Selection boxes plus a Main prize equivalent to £25</p>	<p>NB</p> <p>TV</p>
AMAZON SMILE	<p>Amazon Smile – With every purchase Amazon donate 0.5% to a charity of choosing. FOAJS will register to become a charity linked to this. This will then be advertised through email to all parents/carers to help raise funds.</p>	RD
6.	<p>Requests for support</p> <p>Year 4 - £75 requested to renew online access (reduced from £100) for Tackling Tables</p> <p>VOTE YES = 15 NO = 0</p>	NB
7.	<p>AOB FUNDING FORMS</p> <p>More forms to be copied and placed in the staff room.</p>	KR
8.	<p>Date and time of next meeting</p> <p>15th October 2019 Straw Bear Public House 18:30</p>	Already booked