



Friends of St Mary's CE Primary School

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Meeting Minutes

Meeting Date:	Tuesday 4 th June 2019
Time:	7pm
Location:	St Marys Primary School

Attendees:	Apologies:
Kirsty	Zoe
Laura	Katy
Alison	Diane
Dawn	Sarah
Georgina	Nathan
Suzanne	
Barbie	
Casey	
Jo	
Charlotte	

(All highlighted notes require action)

Agenda:

- Art Exhibition
- Summer Fair
- Father's Day Shop
- AOB

Discussion:

Dates for upcoming events are as follows:

Thursday 13th June – Art Exhibition

Friday 14th June – Father's Day Shop

Friday 28th June – Summer Fair

Art Exhibition

- Letters including order slip to be sent home this week
- Set up after lunch (1.30pm onwards)
- Approx 8 year 6 children to assist – Action: Laura to arrange
- Alison suggested that we have a list of jobs that need doing – Someone to do list of jobs – Who?
 - Setting up – Do we have a plan of where tables need to go?
 - Sell & take money (2 people each hall)

- Tidy up afterwards – canvases to be put in correct classrooms
- Stickers to be put on sold canvases by buyer
- Need signs printing to show parents where to go – Who will do this?
- Access to KS1 hall via Year 2 doors
- Access to KS2 hall via doors at back of reception
- Text to be sent home on day of art exhibition – Laura
- Teachers to create hype for children – Laura
- Kirsty, Barbie & Suzanne's children to point parents in right direction to re-enter building
- Georgina to buy prizes – approx. £10 per prize
- Voting slips to be available on tables next to canvases / or to be handed out as people enter building
- Georgina to sort float

Father's Day Shop

- Friday 14th June
- Suzanne & Alison to go to Poundland
- Charlotte suggested wholesale bulk buy of gifts online – not enough time for this year, but look into it for the future
- Alison to buy 400 items less what we already have in the cupboard
- Kirsty suggested Pound shop online for gifts to be delivered to school – have a look at this for future

Summer Fair

- Friday 28th June 3.30pm-5pm
- Suzanne not around to set up, but will be around at some point
- We need to ask for parent helpers
- Letters to be sent out to ask for donations & help – Done
- Laura read of last years letter for idea of stalls etc. Based this years fair on this.
- Katy to book bouncy castle
- Smoothie bike in conjunction with tesco – Mrs Copley to sort
- Police car & Fire engine have been in the past – Are we trying to arrange this again??? Who will sort?
- Poster & Letter to be done re summer fair – Done
- Poster to be sent out as an extra page at the end of the newsletter – Laura to arrange
- Dawn to go into school on Friday 9am to talk to year 6 about summer fair stalls – give them some ideas of stalls likely to be successful. Get their ideas & steer towards best ones
- Ice lollies for summer fair

Any Other Business

- Ice pops for sports day & soft drinks
- Alison to look into getting 2nd hand chest freezer – discussed placing it in staffroom. Will need to be PAT tested, which happens first week of summer holidays, so not possible for this year's summer fair & sports day.
- Jo, Charlotte & Dawn to source drinks (cans?)
- Casey will do refreshments for KS2 sports day.
- Need to confirm who will help Casey for KS2 sports day, and who can do KS1 sports day

Outstanding Action Points from Previous Meeting

- Update on Miss Townend's fundraiser?

- Yorkshire Bank account – has this now been closed?
- Review of stage equipment quotes – Still outstanding. Dawn to action in September
- Website is now live. More content being added as & when. Could do with a “Who’s who” page. No photos from school website allowed on our website. Take generic photos at events to use on our website.
- Easy Fundraising is currently linked to Nathan’s person email, to be changed to the FoSM email address.
- Giving Tree also needs changing to FoSM email address – Nathan
- FoSM paypal account for selling second hand uniform online – Partially done?