

MEETING MINUTES

Where: Rampant Cat

When: 6/3/24, 8.00 pm

Housekeeping items:

1. Attendees and Apologies (SA):
Stuart A (chair), Nick W (treas), Rachel R (4th trst), Rachel F, Lycee M
2. Collect AOB items and estimate time needed (SA):
Infant Yearbook

Regular items:

3. Review actions from previous meeting minutes that are still outstanding

Date/ID	Owner	Action	Status
20.10/7	SA	Remove previous 'Friends' Facebook page.	Completed
09.11/4	SA	Publicise direct giving page via School and Spectrum	Continue: blog post and email next
09.11/5	RF	Discuss use of Benevolence Fund with school	Continue. Moved to RF
09.11/6	SA	Enact banking mandate change with Metro Bank	Closed
17.1/1	NW	Follow up bounced cheque w/ Garry L	Continue
17.1/2	SA	Update CAF donate page w/ outdoor project	Continue; use outdoor proj
17.1/3	SA	Update both Google and Dropbox admin pwd	Completed
17.1/4	RF	Set date for next disco event w/ SLT	Completed
17.1/5	LM/LS	Setup next disco event	Continue
17.1/6	RR	Reach out to pre-school donor re use of funds	Completed

4. Finance status update (NW) – 5 min
 - Account: Balance, income, expenditure since last meeting - headline figures
Balance: £13,874, In: £20 (uniform, refreshm), Out: £0. Cheque to pay in for B2S: £144
5. Regular fundraising activities – 5 min
 - Bag 2 School (RR) - **A:RR book next one for week before next ½ term.**
 - Giving Machine (RR) - *no update.* **A:SA to provide account access to RR**
 - Refreshments (SA) - *attended Junior reading cafe; Ok engagement. Will attend infants.*
 - Direct donations w/ Gift Aid (SA) - *none since last meeting*

Notable items:

6. Disco: **Date agreed: 25/3.** LM/LS running as before. Thank you!
 - Publicity? - *letter has been issued to parents.* **A:SA make website event and email out**
 - Supplies? - *all in hand*

- Any help needed? - *SLT have arranged two staff to support. We will need to pay them.*
- DJ booking? - *no responses yet. If not heard by 15/3 SA will step in. A:SA to chase DJ, A:SA to source DJ gear on standby*

7. Woolfest kick off

- Date: *NB:St.Thomas Fete is 6th July. Offer 28th June or 5th July to school, if both dates possible put to vote on whatsapp. A:RF obtain SLT agreement, A:SA run vote (if req)*
- Lead roles – *volunteers required. A:SA to request for help on whatsapp for unfilled roles*
 - i. Site manager (safety, lighting, power, tentage, toilets, site plan) - *SA assigned*
 - ii. Ticket sales and volunteer planning - **unfilled**
 1. Setup
 2. Helpers schedule
 3. Takedown
 - iii. Bar and online payments – *SA assigned*
 - iv. Silent Auction - **unfilled**
 - v. Catering – *we proposed to use food truck[s] this time following success of Xmas Tractor Run arrangements - unfilled*
 - vi. Band (+other entertainment) - *SA assigned*
 - vii. Bouncy castles – *RR assigned*
 - viii. Festival shop - **unfilled**
 - ix. Festival tent - **unfilled**
- Long lead time item bookings to start ASAP
 - i. Tentage – **A:SA to request support from Alfresco via Andy Loupekine**
 - ii. Bouncy castles – **A:RR to enquire for three units (? slide, hippos, +1)**
 - iii. Catering - **A:RF to report back on food truck options**
 - iv. Toilets – **A:SA to book 3 units once date is closed**
 - v. Band – **A:SA to enquire via Dom Maton if Evolution available/willing to play**

8. Project requests from SLT to consider – *voted to go ahead with some items as below. We had further queries on remaining items. A:RF to speak with SLT on 8/3 and report back*

- New selection of Bibles £800 - *Q: how many? Does the church contribute here?*
- New thesauruses £1,000 – *Q: how many? Can FWHS purchase and donate instead?*
- Non-slip vinyl floor £2, 940 – **AGREED, committed for this FY**
- Data loggers £800 - *Q: how many? Please explain what these do and who uses them?*
- Football socks/skorts £320 - *Q: how many kits? What age bracket will use them?*
- Mental Health/Wellbeing books £500 - *Q: how many books?*
- Netball hoops £140 - **AGREED, committed for this FY**

Total cost £6,500

Calendar review: - 10 min

9. New activities to be calendared, Confirm date for next meeting
- Disco: 25/3

- Next meeting date TBD during next ½ term once we have WoolFest date.
A:SA to vote on whatsapp once we have WF date closed

CLOSE
