

MINUTES 4/10/18 - Final

Attendees	Sara Dudley-Hart, Katherine Buckee, Jo Murphy, Christina Firth, Victoria Johnstone, Clare Lockhart, Stephanie McNamara, Max Ferreira
Apologies	Valerie Miglioli, Tina Brivati, Rosie Brockerton, Praneeta Puvanarajan, Sam Farnell

All apologies accepted, and the meeting was quorate.

Meeting opened 8.10pm

	Item	Action
1	<u>Secretary Vacancy</u> Legally we do not need to have a secretary, but all agreed it would be useful to have one. Suggestions were to ask Cleo Als if she would be interested in the role. The other option which was agreed by all parties present is for committee members to rotate this duty. Nishi Perle interested in becoming a trustee – we can co-opt her. Tina Brivati does not mind stepping down to keep trustees number odd.	 Sara to ask Cleo about secretary role Sara to speak to Tina and Nishi
2	<u>Parentkind</u> Parentkind has a model constitution for PTAs, which was adopted by FoH last year. Sara has printed one off for the FoH, which needs to be signed by the Chair and a witness. This should be read and signed by all committee members. There is lots of useful information on the site and all members should take the time to log in and read it. Stephanie volunteered to read and disseminate key information.	 All to read model constitution. Sara to draw up a list for all to sign to confirm we have read the constitution. Sara to set up logins for all committee members Stephanie to keep up-to-date and disseminate key info as and when necessary

3	<p><u>Meeting structure</u></p> <p>There will be three meetings per year to coincide with the beginning of each term. These will held be on a Thursday evening at 8pm and will be held at Sara’s house or rotated.</p> <p>Future meeting dates will be:</p> <p>Thursday 10th January 2019 Thursday 25th April 2019</p> <p>We will hold three additional meeting dates in the diary incase they are needed for voting matters:</p> <p>Thursday 1st November 2018 Thursday 28th February 2019 Thursday 6th June 2019</p>	
4	<p><u>Roles and Responsibilities</u></p> <p><u>Fundraising/Events</u></p> <p>Santa’s Grotto – Jo Murphy</p> <p>Quiz night – Victoria Johnstone</p> <p>Christmas Fair- Katherine Buckee and sub-team</p> <p>International Day – Shahana Khanom</p> <p>Disco – Katherine Bromley</p> <p>Macmillan Coffee Morning (already taken place) – Lorna Bird and Clare Stiff.</p> <p>Easter Bunny – Caroline Burvill</p> <p>Summer Fayre – Update at January meeting and build a committee of 5 people (suggested). One of whom to be Christina Firth</p> <p>(N.B. Katherine Buckee and Nicola Smith have previous knowledge and experience to pass on and will be invited to be on the committee or volunteer)</p> <p>Tea Towels – Rosie Brockerton</p> <p>Fundraising - Parent donations/sponsors/matched funding /gift aid – Max Ferreira with support from Christina Firth</p> <p>Tesco liaison (food/drink donations for events)– Sara Dudley-Hart</p> <p>Catering coordinator – Clare Lockhart</p>	<p>Sara to draw up a calendar of events with confirmed dates and circulate</p>

	<p>Local business – adverts/prizes – Max Ferreira and Christina Firth</p> <p>Estate Agent boards – Katherine Buckee</p> <p><u>Admin</u></p> <p>Comms/social media – Stephanie McNamara (working with FoH and the school to develop a comms and engagement strategy), Sara Dudley-Hart, with help from Max Ferreira</p> <p>Graphic design/posters/promotion – Victoria Johnstone and Valeria Miglioli</p> <p>Website – Valerie Cox</p> <p>Easy fundraising app – Caroline Burvill</p> <p>FoH Newsletter – Sara Dudley-Hart and Clare Lockhart</p> <p>Stores-sorting/tidying – Clare Lockhart & Sara Dudley-Hart</p> <p>Parentkind website - Stephanie McNamara</p> <p>T-shirts/badges for FoH volunteers – Victoria Johnstone</p>	
5	<p><u>Event leads and emails to parents</u></p> <p>Sara requested just one person per event to coordinate all communication with the school office, and that all emails be sent to Sara to check before sending to the office asking to send out to parents.</p>	
6	<p><u>AOB</u> –</p> <p>Committee communication should be sent via WhatsApp, with attachments ideally as a pdf unless editing is required</p> <p>Katherine suggested introducing a sponsored read event in February/June (?)</p> <p>Clare Lockhart asked to consider running events (e.g. Christmas Fayre and Summer Fete) on a Sunday to include those who cannot attend on Saturdays for work or religious reasons.</p>	<p>Katherine to look into feasibility and feedback to the committee</p>

Meeting closed at 10.28pm