MINUTES

Friends of The Flitch Green Academy

Committee Meeting held at The Flitch Green Academy

Monday 19th September 2016 | 8pm

# In Attendance

Emma Miles Sarah Boreham

Jennie Knight Sarah Rider

Laura Wilkie Sarah Tuck

Maria Swift Sheena Kendall

Nathan Lowe Victoria Cripps

# Apologies

Chris Earle

# Approval of Minutes

The minutes were read from the July meeting and approved with the following outstanding;

* ST to attend a FGA staff meeting (Wednesdays @ 8:15am), to liaise with NL to agree a convenient date. SB to continue to act as the ‘go between’ between FGA and FFG. ST

# FFG Committee Members News and Updates

The AGM was held prior to this meeting. Sarah Tuck was nominated and elected as the new Chairperson. Victoria Cripps was nominated and elected as the new Secretary. Emma Miles was nominated and elected as the new Treasurer. Ordinary Committee Members, new and old, were confirmed; Chris Earle, Jennie Knight, Judy Clifford, Laura Wilkie, Maria Swift, Nathan Lowe, Sarah Boreham, Sarah Rider and Sheena Kendall. There were several other parents interested in joining the committee who were unable to make this meeting, the FFG look forward to welcoming them at the next committee meeting.

# FGA Event/Fundraisers since last meeting - Feedback

Reception Class Coffee Morning;

* It was agreed that this event was successful and would be repeated next September for the Reception class of 2017/18.

# Financial Update

**Bank Update / Reports / Accounts;**

* HSBC Dunmow is closing down. FFG accounts to be moved to Barclays. ST and SK are now signatories on the bank account. EM and VC to be added. ST

**Event / Fundraising update since last meeting;**

* The Luau final profit figure was £1,561. Breakdown as follows;

Entrance £565.00

Bar £890.06

Inflatables £221.70

Traders £208.50

Toot Stall £58.90

Lei's £10.00

Donations £3.05

Misc Expenses £395.48

* Southend Bands, £715 (cost) worth of bands left.

**Bank balances;**

Current Account: £957.46

Savings Account: £4,601.01

Total: £5,558.47

**Pending payments in and out;**

* Lotto draw for July, August, September and Super draw - £187.40
* Majestic refund + £89.82
* Southend bands sales + £205
* Race Night sponsors x2 (Flitch Travel and Flitch Fitted) + £100

**Academy Purchases since last meeting**

N/A

# Flitch Green Academy Update and Events

* Maths resources / PSHE packs purchased by FFG are being used across the school.
* The FGA have an E-safety meeting coming up Monday 26th September, FFG to remind parents via FB. **VC**

# Outstanding Items from Last Meeting

**Starlite Bin**

* SK is coordinating. Starlite are fully insured, which was a query from the last meeting. We need to arrange a site visit to determine the best location for the bin. Co-Op was discussed as a potential location if the school is not suitable. **SK**

**Southend Wristbands**

* We need to renew these for next year before they expire. Sara Sexton has agreed to hold the bands for now. FFG to push for October half-term sales, VC to e-mail parents. **VC**

**Defibrillator**

* SR to take over coordinating from ET and research providers. Defibrillator to be placed in the school Reception. **SR**

**Save our Maddi Appeal Donations**

* The £130 raised has been paid.

**Glass / Jugs from shed**

* Count as below. SB to approach Charitable Trust to see if they would like to have these in exchange for a donation to the FFG. **SB**
  + 30x boxes of wine glasses (4 glasses per box), 3x large tubs of tea/coffee cups, 6x boxes of champagne flutes (12 flutes per box)

# FFG Upcoming Events / Fundraisers

**Reception Disco;**

* 22 confirmed plus siblings. ST to carry out Risk Assessment. SB to organize drinks and snacks, and type up a register. Helpers for the event: SB, ST, SK and JK. DJ to arrive at 4:30pm. **SB, ST, SK JK**

**Race Night**

* 9 race sponsors have been confirmed at £50 per sponsor. 10th Race will be FFG themed. One of the parents has negotiated a discount for programme printing.
* Invoice needed for Don’s of Dunmow **ST**
* Victoria to design programme and liaise with Sarah Dynan. Hollington Doors (ST) and The Swann (SK) info outstanding. **ST SK VC**
* Nathan to promote the event at the FGA e-safety meeting on Monday 26th. Victoria to send a reminder to parents including more information on how the event works, and ask Class Reps to promote via their FB pages. **NL VC**
* Sarah B to speak with Mick about set-up requirements and timings. **SB**
* FGA website needs updating as date is incorrect. **VC**
* Helpers available before / after event: **ST / VC / SR**

**Cake Stall**

* It was agreed that the cake stall will continue to take place on the last day of term, with a charge of 20p per cake. Going forward, instead of a whole school effort we will be asking Reception & KS1 to donate cakes, with KS2 donating next time and alternating thereafter. Afterschool club to be provided with cakes also. The next Cake Stall will take place on the 14th October. Sarah R to coordinate. **SR**

**Uniform Sale**

* It was agreed that the uniform sale will take place afterschool on the 14th October, inside the Discovery Centre (access via reception / main entrance). Sarah T to coordinate the sale, including stock take and quality control. Depending on the level of stock left over, we may make the uniform available to buy online via eBay in-between sales. Regularity of sales TBC, dependent how much we sell and future donations received. **ST**

**Halloween Non-Uniform Day / Christmas Jumper Day**

* Sarah B to discuss with the FGA. It was agreed that FFG should concentrate on raising funds for FFG, rather than other charities therefore FFG will coordinate the Halloween Non-Uniform Day with the FGA coordinating the Christmas Jumper Day (for the Save the Children charity). **SB**

**Christmas Cards**

* Following last year’s profit of £275 it was agreed that we will run the Christmas Card fundraiser again this year. The general plan is for the children’s designs to be created early October, with proofs being ready to order after October half-term. Nathan agreed that the children could create their designs in class during school time. Sheena and Sarah R to coordinate, research suppliers and liaise with the school. FFG to sort proofs / deliveries rather than the office. **SK SR**

**Christmas Fair**

It was agreed that we will go ahead with the Christmas Fair on the 3rd December. Sarah T will generally oversee and coordinate. There will be no entrance fee, with stalls being charged at £10 plus a raffle donation. There will be a Santa’s Grotto set-up in a spare office accessed via the Discovery Centre, charged at 50p per visit. Stalls will be arranged in the hall and Christmas crafts in the Discovery Centre. Christmas background music to be played.

* + Sarah B to enquire about the Choir singing during the event **SB**
  + Sarah R to speak to Co-Op about volunteers and mince pie donations **SR**

External stalls;

* Confirmed stalls: Jamberry, The Toy Box and Button me Beautiful.
* All to approach any contacts they have that may be interested **ALL**
* VC to speak with Sara Sexton about her contacts / Facebook groups. **VC**
* SB to speak with her mulled wine contact, jewellery contact, greeting card contact and ‘chutney man’. **SB**
* Jenny Collom interested. Need confirmation. **VC**
* MS to source a face painter / tattooist **MS**

FFG Stalls/fundraisers;

* Laura to coordinate Christmas crafts in the Discovery Centre with items to purchase such as reindeer food etc. **LW**
* Bottle tombola (donations from parents). Victoria to e-mail parents nearer to the event. **VC**
* Lucky Dip. Jennie to source prizes/toot and coordinate. **JK**
* Name the Reindeer. Emma to source and coordinate. **EM**
* Santa’s Grotto. MS and LW to organize suit hire and look into possible princess appearance. SB to speak to Tesco about chocolate coin donation as gifts. **SB** **MS LW**
* Three main prizes needed for the raffle, plus smaller prizes. All to try and source. **ALL**
* Sarah T to look into the suggestion of children pre-selling raffle tickets on FFG’s behalf. **ST**

**Future Terms**

* Valentines Disco date and details TBC
* Quiz Night to be organized for February. SB to confirm a date with Nikki Mead. **SB**
* Fun run event to replace May Day, date and details TBC

# FFG Purchases

Nathan requested purchases of other sports kits for the school. Sarah B to liaise between FGA and FFG. **SB**

# Lotto – 100 Club Draw

July 105 (Sarah Dyan) £32.00

August 16 (Emma Twilley) £31.00

Super Draw 101 (Clare Brown) £94.40

September 39 (Sherry Stone) £30.00

Emma to pay Lotto winners. **EM**

# Any other business

* Class Reps confirmed for 2016/17. Sarah R to coordinate an introduction e-mail. Victoria to send class contact lists. **SR VC**
* Victoria to send new committee members Dropbox account information. **VC**
* Sarah T to put together this terms Newsletter. **ST**
* Lotto to be promoted from Jan 17.

# Date and time of next meeting

1. Christmas Meeting, Tuesday 11th October, Flitch Green Academy
2. Committee Meeting, Wednesday 16th November, Flitch Green Academy