**FRIENDS OF THE FLITCH GREEN ACADEMY**

**Meeting Held at The Flitch Green Academy**

**On Monday 25th July 2016**

**Minutes**

**Present:**

Sarah Tuck Victoria Cripps

Sarah Boreham Sheena Kendall

Sara Sexton Sarah Rider

Nikki Mead

1. **Apologies for absence**

Nathan Lowe, Chris Earle, Jenny Collom, Emma Twilley

1. **Financial Update**
ST and SK to become signatories on bank account.

Look into possibly getting software to put accounts on, accounts to be looked over by SB and NM before passing on to new treasurer. August accounts to be submitted.

Luau final figures to be confirmed once all money has been counted and costs have been deducted (bar stock and inflatables. Action ST, SK, NM, SB

ST ADDED AFTER THE MEETING: Draft Net Profit from Luau £1,591.73.

Bank balances (after Luau and Southend Band money banked)

Current Account £4,572.46 Savings Account £4,600.74

TREASURER EMMA TWILLEY HAS STEPPED DOWN AS OF TODAY

1. **Outstanding items from last minutes**

ST to find out if the ‘Save Our Maddi’ collection has been passed on to the relevant party. Action ST

1. ***FFG Update***

THE CHAIR JENNY COLLOM HAS STEPPED DOWN AS OF TODAY, ACTING CHAIR SARAH TUCK TO TAKE OVER

 FFG organization

* ST to attend a future inset day/staff meeting to communicate with staff, ask their opinions on events and how things are generally run. Hopefully generating a better relationship between the FFG and staff. Action ST
* Agreed to carry on using Facebook Messenger to communicate between the FFG team.
* VC has created a FFG dropbox folder where all documents/photos can be stored. VC to invite all FFG members to use the folder. SS to transfer all templates/posters etc that she has to the dropbox file. Action VC and SS

Starlite bin

SK to organize site visit to see if it is possible to locate at the school due to insurance purposes etc. Action SK

Southend wristbands

SS to take over selling the wristbands, SB to do this whilst SS is on holiday. SS to buy more green bands and amend contact poster to send round to parents. Action SS and SB

Family Luau

Great feedback all round from parents, children, teachers and even suppliers. White wine to be returned. Glasses in shed to be counted and sold on Facebook to make room so that the leftover prosecco can be relocated and kept for the next event. Action SB

New members/volunteers

SK has a list of possible new members and volunteers. She will keep them informed of news/meetings etc. Action SK

Class Reps

SR to draft a letter requesting volunteers for class reps. SS will send it out to parents. SS to give SR the class rep chart for 2015/2016. Action SS & SR

**Future events**

* It was discussed to possibly organize a rota at future events so that each FFG member has an opportunity to enjoy the event with family and friends, with a coordinator appointed to oversee parts of the event (fetch change, chase volunteers etc).
* Have committees that organize certain events. The head of the committee to be a member of FFG and update at each meeting (sending a brief report round to the team beforehand).
* Create an ‘event checklist’ listing all things that need to be organized/carried out such as alcohol license, risk assessment, floats etc
* Cash to be handled differently at events. Needs to be counted before leaving the premises otherwise it is not insured. Two people to perhaps do this, with a halfway tally during the event so that it is not all left to the end.
* Need to organize exactly what happens with rubbish left over from an event. Possibly get a small skip ordered if necessary.

New mums coffee morning – September 5th

* SB to email new parents on Friday 2nd September to remind them.
* Shed to be checked for tea/coffee and sugar etc supplies. Action SB

Reception disco – Friday 23rd September

* SK to contact the Johnson brothers about DJing. SS to send round last years disco invite letter. Action SK and SS

Race night – October 1st or 8th

* SB to see if it is possible to organize in the Autumn term. Action SB
* Agreed that it would be a family event starting early evening with bring your own snacks and drinks. Races to be sponsored by local businesses.

Halloween non uniform day

Christmas jumper day/Text Santa – SR to check date of this. Action SR

Christmas Fair

* Decided to organize a Christmas Fair this year possibly on Saturday 3rd December. Carol singers, stalls and grotto, including a stall for children to buy parents/carers small gifts.

Valentines Disco for all school but reception year.

 February quiz night

SB to talk to Karen Jordan about a possible kids quiz for years 5 and 6. Action SB

1. **Purchases**

SB to be future liason with staff regarding FGA purchase requests.

* Defibrilator – ST to check with ET regarding research on defibrillator. SR to take over purchasing. Actions ST and SR
* Netball kit – SB to speak to Natalie Bott regarding going forward with this. Action SB
* Maths and PSHE resources requested by Nikki Mead. Approximately £2000 needed for maths and £2500 for PSHE resources. It was agreed that the £1000 donated to early years, but not yet used will be transferred over to this. Also a further £3500 will be donated to the FGA to cover the cost of this equipment. Action ST.
* Comics requested by Emma Hodgekinson. Nikki Mead agreed to buy these through school funds.

  ***6. Lotto Draw***

July, August and September to be drawn in Septembers meeting.

 ***7. Next Meeting Actions***

Vote in new posts of Chair , Secretary and Treasurer. Previous AGM minutes to be displayed on the noticeboard. New members at the meeting to be minuted.

 Review Cake Stall

 Update from Luau

 Christmas cards

 Events for next year

 ***8. Date and time of next meetings***

 AGM - Monday 19th September – 7.30pm

 General meeting – Monday 19th September – 8pm