**FRIENDS OF THE FLITCH GREEN ACADEMY**

**Meeting Held at The Flitch Green Academy**

**On Thursday 23rd June 2016**

**Minutes**

**Present:**

Jenny Collom

Emma Twilley Sarah Tuck

Sarah Boreham Sheena Kendall

Sara Sexton

1. **Apologies for absence**

Nathan Lowe, Chris Earle

1. **Financial Update**
Savings account £4600.48, current account £1103.24.

 \* £80 in from Lotto.

 Pending

* £799.50 income from Ronnie Buckingham
* £8.25 from FFG collection bucket
* £42.80 from cake stall
* £193.52 from crazy hair day
* £496.90 from quiz night
* Harper Collins invoice payment

* @ £7370 after all payments have been banked.
* ‘Save Our Maddi’ collection raised £128.18, we will donate £130.
* Southend update - £863 taken so far (leaves us in negative of £455.75). 38 big bands/7 small left.

TREASURER TO STEP DOWN FROM JULY 25TH 2016

1. **Outstanding items from last minutes**

SK waiting to hear back from Starlight regarding size of clothes banks, also info on insurance and items that they take. Action SK

A

***44. FGA Update***

Ongoing items - Netball Kit, maths equipment, quiet playground area, reception playground.

MDA lunch time equipment – agreed for footballs and skipping ropes to be purchased to be used at lunch time.

SB to talk to Susan Ash regarding playground zone equipment and when it will start being used. Action SB

Defibrillator – ET to get quotes. Agreed to purchase ASAP for Academy use only, then get involved with community fundraising next year. SS to speak to Fiona Mahandru regarding decision. JC to speak to Mick Bott regarding the FG Charitable Trust also getting involved. Actions ET, SS, JC

1. ***FFG Update***

**Family Luau - 22nd July:**

Set up from 4.30. Inflatables to arrive after lunch. JC to ask if they have their own generator. Action JC

Door – SS 6-8pm

Bar – ET, Emma, Emily Hill

8.30 – NL to present leavers with t-shirts etc

Gates to shut at 8pm till late

* SS to ask outside suppliers for copy of public liability insurance. Also email parents/ask on FB for parents to donate orange mesh fencing. SS
* Grass skirting, tiki torches and lei’s to be purchased. SS
* ET to organize floats, create signs/price lists, check PTA insurance and make leavers cupcakes. ET
* CE to organize time/setting up of lights for field. CE
* SS to organize reply letters to go in book bags and to email to parents. Then collect replies. SS
* SK to fill slots for helpers for inflatables. SK
* SB to test wifi in playground and organize public liability insurance for John Shakalis
* JC to make sure year 6 have adults to come into the luau with when they return from TGIs. JC

**Sports Day**

* ET to order 300 ice pops. ET
* SB to inform office to not request ice cream donations this year.SB

SS to create poster to go in book bags asking for volunteers for Chair/Secretary and Treasurer role. Letter with detailed explanation of roles to be created to be emailed to applicants and go on noticeboard. SS

 ST to enquire about card payment machine for next years events. ST

FGA school uniform donations – parents to donate used but good condition uniform. SB to source swing bin to go in reception for donations. SS to create poster for noticeboard. ST to put it on the newsletter. SS, SB, ST

New mums coffee morning, SB to confirm date. September 5th? – SB

**Future events**

Welcome disco

Christmas event

Race night – 1st/8th October

Kids quiz – year 5/6

Rest of school disco

Cake/ice cream stall on various Fridays

  ***6. Lotto Draw***

June winner RE - (51) £32 - Action ET

 ***7. Next Meeting Actions***

 Vacancies of Chair , Secretary and Treasurer

 Review Cake Stall

 Update from Luau

 Events for next year

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

 Monday July 25th 8pm