

FRIENDS OF MOLESCROFT SCHOOL
MINUTES OF COMMITTEE MEETING HELD AT 7pm ON 11th MAY 2009

PRESENT: Michael Loncaster; Jenni Thorpe; Toni Schultz; Neil Theobald; Jayne English; Alan Monkman; Sam Sampson; Sam Fatkin; Nicky Hall; Ann Ingle.

1. **Apologies:** Gillian Razell; Sarah and Rod Slator
2. **Minutes** of the previous meeting proposed by Alan, seconded by Sam.
3. **Matters Arising:**
 - a) Bags2School weighed in at 700K and raised £280.00.
 - b) Urn casing – currently under construction; should be ready in approx. 2 weeks.
 - c) Shed tidy – no movement at present.
 - d) Shed roof – Rod has obtained materials. Alan to contact Rod and organise.
Action – Rod and Alan
 - e) Web page is now available for advertising events, displaying minutes, newsletters, photos of events etc., front screen also available for use. Emails to Nicky for onward transmission to Matthew.
4. **Job Vacancies:**

The job roles were agreed as follows:

Jayne and Sarah – refreshments
Jenni – rotas
Sam Sampson – 100 club and treasurer, lottery licence, NPTA and Charity Reg.
Tokens – Ann
Uniform – Toni (an extra rail is needed to display garments)
Neil – Publicity/marketing/tickets
Christmas Fayre letters etc., Ann, Liz, Jenni
Licences/Risk Assessments – Liz and Sam Fatkin.
5. **Current Fundraising Events:**
 - a) School Production: 9th, 10th and 11th July
Bar Licence has been applied for; Jayne/Sarah organising glasses and drinks; prices to be agreed at the next meeting - **Action Nicky to add to Agenda.**
3 floats required of £50.00 each as 1 x £10, the rest in £5 and coin – **Action Sam**
Biscuits and juice will be required for 160 children in the interval.
Risk Assessment required **Action – Sam F and Liz.**
Volunteers required for bar work – Rota – **Action Jenni**
 - b) Disco – 11th July
ABC Entertainments booked and paid for; Risk Assessment completed by Gillian – agreed. Permission slip will be required for children leaving without adult supervision.
Copy of Fire drill notice required from Parish Centre – **Action – Ann**
First Aider required – **Action Nicky to approach Kay Costello.**

Request in Disco newsletter for first aiders **Action – Nicky and Ann**

Toni agreed to be the appointed First Aider when available.

Rota 4.30 to 5.45 and 6.00 to 8.00pm **Action – Jenni**

Buns **Action – all**

Hot Dogs to be sold at 60p and entry to be £2.00 KS1 and £2.50 KS2

Tickets available after half term and posters required **Action – Neil**

Collection of money and slips – **Action Sam S. Slips to be forwarded to GR.**

Gillian has requested Ins. Cert from ABC.

ABC offering a £10 discount for party bookings and a £10 donation to school for each party booked. Noted that FOMS can accept no liability for any bookings.

c) Summer Fun – 16th July – 3.30 – 5.30pm

Bouncy castles are booked. Stalls so far are Hook-a-Duck; Apple Bobbing; Tin Can Alley; Penalty Shootout; Stocks (volunteers please!!!), Tombola; Bottle Stall; Refreshments (hot dogs, buns, crisps, juice) communal painting canvas – Toni Schultz. Tattoos, face and nail painting – these last three all require parental permission. Adventure playground to be available for KS1 and yr 3 only with a nominal charge for 10min supervised sessions.

It was also voted and passed that a raffle be organised with cash prizes of £75.00, and £25.00 and a hamper to the value of £50.00.

Ice cream Van – **Action Nicky**

P.L. Ins, cert required from bouncy castle provider – **Action Nicky**

Risk Assessment **Action – Sam**

Posters and Book Bag Leaflets – **Action – Neil**

Set up at 2pm on the day **Action – all where possible**

Clearing away at 5.30pm **Action – All where possible**

Costings and floats – **Action next meeting.nicky to add to Agenda**

New ideas for stalls – **Action – all next meeting**

d) Exhibition of Work Evening – 14th July

Purchase of refreshments only and help to set up in Atrium.

Purchase of relevant refreshments where needed – **Action Sarah/Jayne**

e) Sports Day – 15th July

Volunteers needed to help with refreshments for KS2 in morning and KS1 in afternoon. Rota – **Action - Jenni**

6. Treasurer's Report:

Sam reported that the accounts as at 30th April were as follows:

100 Club - £1,156.

Current Acc. £2119.81

Reserve Acc - £5,702.06

At this point Mr. Loncaster requested finance for an extended reading scheme to run with the existing. The Treetops scheme includes graphic novels and floppy phonics at a total of £1,789.20. He also requested funding for a comprehensive project particularly for boys which are in addition to the guided reading scheme and which will cost £6013.80 with a 10% discount if ordered by the end of May. The scheme has been trialled and gone down well. Voted and passed unanimously.

7 Future Fundraising:

- a) Party in the Park: Police were approached and have no problems with the event. It was decided to defer the event until September although there may be problems with lighting. An entertainments licence will be required. Tickets should go on sale on the first day back after the summer hols. Invitations to go out to local residents.
Action – Nicky to liaise with Matthew Brittan
Possibility of lorry for use as stage for band – **Action – Toni**
- b) Flower arranging. Nicky has spoken to Clare Anderson and she is happy to work with Sarah for this event
- c) Christmas Fayre – 3rd December – Mr Loncaster to contact Keldmarsh School –
Action Michael Loncaster.
- d) Quiz Night: Jenni reported that she had contacted the Hayride and they are happy to do any night. They will compere, organise questions and donate a prize. FOMS to sell tickets. Possibly October. **Action – next meeting**
- e) Ladies Night – next meeting
- f) New Theatre. We are too late to organise it for this year but can contact them this January for next year. **Action – Sarah**
- g) Millionaire's Evening – 30th January. Venue, tables and Matthew Brittan booked.

7. Any Other Business:

Michael Loncaster thanked everyone for their time, the funds raised and the help given to the school.

8. Next Meeting

Tuesday 16th June at 7pm