

# **FSTM Meeting - 20/11/2023**

**Open: 19:10**

Present: Sophie, Natalie, Ravi, Jodi, Ruvi, Rowena, Cheryl, Emma, Helen

Apologies: None

## **Chair - Helen:**

### **Welcome**

AGM has to have a minimum of Chair, Secretary & Treasurer

Discussed roles available: - Chair, Secretary & Treasurer

Highlighted that the roles & responsibilities had been circulated to all parents.

All roles are to be re-elected.

Chair is stepping down – completed 4 years.

Natalie has done a great job obtaining new volunteers over the past year.

We have captured volunteers in a database so have all contact details to hand.

What has been difficult previously?

Some positions agreed that they felt the responsibility of the role plus the ‘need’ to volunteer was too much.

It was discussed that the new committee should consider creating a sub team that predominantly helps out at the events – to alleviate the pressure of those on the committee.

### **Re-election:**

It was put out to those present, if anyone wished to nominate themselves for the following positions:

Treasurer - Ravi advised she was happy to continue the role – all in favour.

Secretary – Cheryl nominated herself – all in favour.

Chair – Rowena nominated herself – all in favour.

**Financials:**

Current balance - £2466

Outstanding liability – Bugclub invoice from 2020 - £849

Therefore, remaining balance will be £1617

**Discussion points around new procedures:**

Increase communication on Facebook, Brom Com, Tapestry etc.

Ensure all parents are aware of events and class-reps.

Ensure all year groups do have class-reps and that families (who join the school family throughout the year) are aware of whom they can contact etc.

Sophie suggested a 'gift bag' that would hold all of this information.

The noticeboard out the front of the school can be used to also communicate events with parents.

Sophie agreed that FSTM could have a key for the noticeboard.

**Sophie:**

Thank you's were issued to Helen, Jodi, Ravi & Natalie

Wonderful for the school to come together at these events we hold.

The special moment last year was the Water Fight (Squirt Fest)

It's about community and family.

**Wishlist:**

Music Lead – new glockenspiel - £335 (x15)

Tables & Chairs (bench?) x 4 for KS2 area

Big shade for playing field (inc. sails)

Sound system – indoor and outdoor use

Book Swap cupboard – outdoors

School Uniform cupboard – outdoors

**Dates for discussion:**

Curriculum Celebration – 30<sup>th</sup> November – can FSTM Hold Refreshment Stall?

Christmas Lunch – Thursday 14<sup>th</sup> December – slap bands or something similar?

Christmas Tree – consider donating it after the school term.

Christmas Plays – 12, 13 & 15 December – can FSTM hold refreshment stall?

50<sup>th</sup> Anniversary for the school – refreshments stall? Keepsake gift idea?

## **Christmas**

Lottery License - Rowena to contact Ravi to see if the license is still in date.

Mufti – Wednesday 6<sup>th</sup> Dec – obtain donations on this day if taking part – KS1 bottle / KS2 chocolates.

Christmas Fair – Friday 8<sup>th</sup> Dec – stalls, refreshments etc.

Already have a Father Christmas, Childrens Presents, Childrens Stands, Teddybear Tombola

***Need to action: external contacts for stands - £10 per stall – Natalie to communicate to parents by 21.11.2023***

Set up time agreed for 2pm for both Children and external stalls.

Do external stalls require electric? Consider this on the floor-plan.

Raffle: Look to draw on Friday 15<sup>th</sup> December

***Need to action: New raffle prices from external sources - Cheryl to speak to contact regarding bespoke raffle tickets by Friday 25.11.2023.***

***\*\*Decide on the whether the raffle will go ahead by Tuesday 28<sup>th</sup> November. Parents or external contacts must commit to raffle prize by this date\*\****

## **AOB:**

DBS Checks – all committee members are required to undertake a DBS – speak to Sophie to organise this

Obtain clarification from FSTM volunteers (and parents in general?) on whom holds Paediatric First Aid Certificates – perhaps extend this to Food Hygiene Certificates too

FSTM to set up a database system on the schools cloud server; to capture all documents, posters, Risk Assessments, Contacts for volunteers / suppliers etc so we have one central system.

Helen to contact Ravi to update the Charity Commission / Companies House of the new appointments.

**Close – 20:45**

**Minutes taken by Cheryl Loak and circulated to FSTM Members.**