

The Friends of Manor School, Coalpit Heath

Minutes of meeting 1.11.2011

Present:

Sarah Blackmore, Debbie Harris, Sarah Purchase, Sarah Clark, Rachel Richardson, Caroline Jones, Kirsty Goddard, Catherine Boyle, Di Williams, Jess Bennion, Zoe Colbourn, Rachel Sheppard, Caroline French, Sam Bracey

Apologies:

Alyson McKnight, Sarah Pattenden, Jo Hardy, Nicky McDermott

Introductions

Caroline French has joined FOMS so introductions were made. Sam Bracey came in later and introductions were made again – she has joined FOMS.

Accounts

Sharon Garrett has not passed them on to Sarah Purchase yet so no accounts available.

Year R coffee morning and publicity

As a result of the coffee morning two more Reception mums are now members of FOMS.

Zoe has updated the school website. She will get FOMS details put in the newsletters and use the two boards (outside the entrance and outside KS1).

Bags To School 2.11.2011

Jess will be around to keep an eye on the bags.

Sarah B will text Jo Hardy to see if she will sort out dates for next year.

Children's Disco – 17.11.2011

This disco and the next two have been booked and deposits paid. Will need to pay the rest on the night. Zoe will sort out letters and tickets. Drinks and crisps have already been bought. Catherine has the glowsticks.

Do not turn any children away if their parent/guardian has gone.

Helpers – KSI – 6 to 7pm – Rachel S, Caroline F,

Debbie (both), Jess (both), Sam (both)

KS2 – 7.15 to 8.15pm – Catherine, Kirsty

Rachel R will sort out teachers to help at each disco.

Board in Reception Alyson not here so no update

Funding Requests

Mrs Kelly would like prizes again for Star Writer awards – one for each KS each term. School would also like to do Star Reader awards as well. These were both agreed.

Theatre group for Christmas – Rachel R had an invoice for this. Two more have been booked.

As not had proper staff meetings yet and inset day on 7.11.2011 there will be more requests.

The sofa and chair in the library need to be replaced – this was discussed - could they get covers? Is it the school's responsibility? Committee were unsure that this expense fitted into FOMS funding category.

Jon Bright is making a sandpit for KS1 playground – this should cost £300 approx.

Christmas Cards

Ms Cornish is off and the deadline for the order has been missed. Are there any other companies that could do it? It is probably too late to get everything organised now. The Christmas Calendars are in hand.

A.O.B

At the Year R coffee morning one of the mums (Kelly Trueman) suggested a Facebook page for FOMS. Maybe we could use this for publicity. Zoe will speak to her.

Committee meeting minutes – should they be published? Liz Aldom gets a copy so if anyone asks she can always pass on a copy. Maybe they could be uploaded to the FOMS part of the school website. Zoe to investigate.

Future meetings will be held at the Ring O Bells – Pat is letting us use the back room.

Cake sale recipe book – could be linked to the school's creative writing event in December. Books can be sold at cake sales & summer fair.

Year 6 cake sale has been moved to Friday 23rd March 2012.

Spend and Raise on the school website is not being used enough and it needs a boost. Zoe asked if it can be set up with FOMS bank a/c details for payments to be made into. Kirsty said it already is so Zoe will check this.

Charity commission – as committee members we are trustees and our details need to be given to them. Sarah C will ask members to provide details, update these details with the commission and let Kirsty know when this has been done.

Christmas Fair 2.12.2011 – 6 to 8pm

7 outside stallholders have been booked – payment received and they'll be donating raffle prizes. The Body Shop may also be there.

Something could be put in the newsletter to ask parents if they would like a stall – although we may not have space.

Possibly not do the cake stall this year as Sam Bracey knows of a really good cupcake maker – Sam will speak to her. Decision on cake stall will be made once we have confirmation from Sam – if we need cakes we can do what we did last year & ask for bottle or cake donation for casual clothes day.

Alcohol license and gambling licence – Sarah C to sort out.

Santa's Grotto will be in Year 5 classroom, which has been booked.

The school hall has been booked from 2pm onwards.

Helpers are needed from 2pm. Sarah B won't be around until at least 3pm.

Santa – Mrs Lealan's husband will do it.

FOMS craft area – letters to Father Christmas (template needed for this – Debbie to do this). Caroline and Jess to do replies. Rachel R will check what the children are making for the school's craft stall.

Rachel R to ask teachers to do stall helper letters and to allocate each class a stall.

Presents from Santa – as it has become complicated in the past decided to do books only - Rachel R will put in an order for 200 books.

Rachel R has 120 Christmas balloons.

Nicky M is going to ask Judy Eke if she will make a cake for guess the weight.

Nicky has done the Christmas colouring sheets for this year and also there will be a prize for each class. Please can class reps (Rachel R is Year 2 rep) promote the collection of the colouring sheets. There was a receipt for £14 to be repaid in respect of the prizes.

Nicky is happy to do the chocolate tombola but will not be there until 7pm – Caroline J said she would cover. Catherine will also be late.

Helpers will be needed on the morning of Friday 2nd December to stick tickets on the bottles.

Hamper – Catherine will sort out this – please pass any items to her.

If anyone has any items for the raffle, please pass to Sarah B.

Elf costume – Sarah C will order this from Playlink – Jess will pick it up.

Sarah B and Debbie will be joint Santa's Grotto helpers so they can both have time to go around the fair.

Bring along Christmas music.

Please wear something Christmassy.

Stalls

Refreshments – Kirsty to do and she'll get what is needed.

Caroline F will see if her husband can get some cakes (he works in a cake factory).

Zoe will fill the sweet bags (please see note at end).

Rachel S has got a big toy for Name the Something - Kirsty to do the grid

Christmas Quest – Sarah C to do. As it didn't get a lot of money last time decided to give a sheet to everyone on their way in, they pay if they want to enter a draw for a prize (£5 Entertainer voucher) and get a lolly. 50p to enter.

Spin to Win – Catherine will get the selection packs.

Pig Racing – Kirsty to get gold coins as prize.

Spinner game – Catherine to sort out.

Debbie will ask her daughter to do the nails and tattoos.

Sam can do the face painting.

Sarah B and Catherine will do a stock take on Thursday 3rd November before prizes etc are ordered. Sarah B will order prizes, sweet bags & Father Christmas bags.

Sarah B will email everyone to let them know what stall they will be on.

Stalls agreed were: Pocket money, hook a bag, lucky dip, chocolate tombola (chocolate collected from colouring competition), bottle tombola (bottles collected from casual clothes day on day of fair – Rachel R to do letter), Name a toy, higher & lower, pig racing, Christmas quest, spin to win, spinner game, nails & tattoos, face painting, ping pong balls in pringles tube, sweet stall, calendars and letter to Santa.

Christmas Sale 9.12.2011

Need to set a limit of 5 presents per child so that there are enough presents left for the older children to buy. The teachers could check that the children only have 5 tags. Also try not to let the children buy 2 things say for 50p each to give to the same person.

Look out for possible presents for £1 and under. Buy in multiples of 7.

Debbie and Sam will do the shopping.

Need wrapping paper - Kirsty to sort.

Caroline J has got sellotape.

Helpers will be needed straight from dropping off the children in the morning.

Next meeting 7.30pm at the Ring O Bells on Tuesday January 17th 2012

Please note that Jane Cooke still wants to be a member of FOMS and said she will sort out the sweets for the Christmas Fair. Please let her have the sweet bags once they arrive.

From Sarah B - We didn't discuss a price for the letter to Santa – do you think £1 is acceptable?