**Friends of Arlecdon General Meeting**

Minutes of Meeting

Held on 5th February 2020 at The Adams Hall, Arlecdon at 18:00

**Attendees:**

Joanne Fowler (JF) - Chair/Parent

Emma Sloan (ES) - Secretary/Parent

Michelle Crone (MC) - Treasurer/Parent

Robyn Johnstone - Committee Member/Parent

**Apologies:**

Sue McKee - Committee Member/Parent

Gayle Scott - Committee Member/Parent

Helen Moore-Fawcett - Committee Member/Parent

Sarah Laybourne - Committee Member/Parent

Gina Peacock - Committee Member/Parent

**Review of Christmas party and funds raised**

The Christmas party was well received and raised £924.95 for a cost of £158.00 which provided for gifts from Santa and admin costs such as lottery licence, card machine and stationery.

**Funds raised so far, commitments and outstanding balance**

The Adams Hall can be secured for a cost of £35 and a budget of £300 has been allocated to hold the Summer ball. It has been agreed to hold a separate meeting to decide the theme and allocate tasks by the end of March. **Action:** JF to arrange Summer Ball meeting by the end of March.

**Charity Status update and further progress discussion**

The charity application is currently unable to progress further as the FoA are unable to meet the pre-requisite of double the amount of committee members at the 3 annual meetings, attendance to date has averaged at 4 against the 6 required.

**STEM area status and further progress discussion**

FoA currently have an agreement in principle from the school, however, require further MAT approval before a more detailed plan can be developed. JF will issue the paper developed in November to Jonathan Johnson, CEO Principle of MAT. **Action:** JF to issue STEM paper to Jonathan Johnson by the end of February.

**Easter term fundraiser ideas and feasibility**

It was agreed to hold an Easter Car Treasure Hunt at The Adams Hall with a proposed date of 21st or 28th March, JF will confirm availability of the hall. JF informed the meeting that the key holder Graham Gilpin has agreed to organise the car hunt on our behalf, ES to liaise with Graham to finalise arrangements. Further fund-raising opportunities on the day included (but not limited to) Easter bonnet competition, egg dumping, craft table and side stalls for games. A bouncy castle will be provided by the hall (including insurances) for our use and hot food will be made available.

Once the date is confirmed a notice will be required to go out in the school newsletter and posters created **(need to allocate action).**

**Action:** JF to confirm date for Easter Car Treasure Hunt and ES to confirm Car Hunt arrangements.

**General/AoB**

* Following the AGM on 04/11/2019 and subsequent appointment of Chair, Secretary and Treasurer, the meeting confirms and Joanne Fowler, Emma Sloan and Michelle Crone (respectively) will operate the FoA bank account and be named as signatories on the account, and transactions will require two signatures.
* The ‘Bonus Ball’ lottery has been in decline for a number of months and either needs to be reinvigorated or an alternative option sought, such as ‘100 club’, this will be discussed further in the next meeting.
* JF reminded the meeting of ‘Easy Fund’ an app which can raise money for the school on every day online purchases. **Action:** JF to re-issue the link for Easy Fund.

**Actions**

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| --- | --- | --- | --- | --- |
| **Action No.** | **Description** | **By Who** | **By When** | **Status** |
| Action 1 | Discuss the opportunity of annual transport aggregation with Wendy Figes. | JF | Next Mtg | Ongoing |
| Action 2 | Prompt Helen Finlay to complete the Expenditure Request Form for procurement of tablet.  | MC | 05/11/19 | Ongoing |
| Action 3 | Complete Expenditure Request Form for procurement of card reader. | JF | Next Mtg | Complete |
| Action 4 | Discuss the opportunity to hold sports day later in the day or at the weekend with Wendy Figes. | JF | Next Mtg | Complete |
| Action 5 | Discuss the opportunity to hold a craft session on a Saturday at school for the children. | JJ | Next Mtg | Ongoing |
| Action 6 | Arrange Summer Ball meeting. | JF | End March | Ongoing |
| Action 7 | Issue STEM paper to Jonathan Johnson. | JF | End Feb | Complete |
| Action 8 | Confirm date for Easter Car Treasure Hunt. | JF | End Feb | Ongoing |
| Action 9 | Confirm Car Hunt arrangements. | ES | End Feb | Ongoing |
| Action 10 | Re-issue the link for Easy Fund. | JF | End Feb | Complete |

**Approved Expenditure**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Request Form** | **Benefiting Area** | **Description** | **Value** | **Date Approved** | **Status** |
| 1 | Whole School | Request to procure a ‘Mobile Planetarium’. | £214 | 04/11/19 | Complete |
| 2 | Whole School | Request to provide transport to Workington for the Christmas Pantomime. | £120 | 04/11/19 | Awaiting invoice |
| 3 | Early Years | Request for a tablet to record child development. | TBC | 04/11/19 | Pending |
| 4 | Whole School | Requested to procure a card reader | £20 | 04/11/19 | Complete |
| 5 | Whole School | Summer ball | £300 | 05/02/2020 | Pending |

**Distribution**

All stated above

Mrs Figes

Publish on Weebly

**Date of next meeting**

TBC