

Friends of Lethbridge

Annual General Meeting

Date	24 th September 2018	Time	7.30	Meeting no.	TBC
Attendees	Ria Walega (RW), Kerry Snell (SN), Clare Bugg (CB), Jo Innes (JI), James Nethercott (JN), Leila Rashtack (LR), Kare Widdows, (KW), Lisa Mayes (LMA), Sharon Davison (SD), James Heydon (JH), Lisa Monis (LMO), Laura Burgoyne (LB)				
Apologies	Jo Gregory (JG), Jo Sweeney (JS), Ruth Halsall (RH), Becky Jackson (BJ), 10K committee, Mrs Kidd, Kelly Blake (KB), Martene Davidson (MD), Lorraine Simpson, Kelly Hanchett(KH)				
Charity No.	291895				

NO	ITEM	Action																
1.	Welcome and Apologies RW thanked everyone for attending and the hard work throughout the previous year.																	
2.	Review of last years accounts/ Treasurers report Minutes from previous meeting and AGM were not discussed but were online and have been approved. Please see Treasurers report 1 st October 2017-30 th September 2018																	
3.	Confirm Committee roles for this year <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Role</th> <th>Nominated</th> <th>Proposed</th> <th>Seconded</th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Ria Walega</td> <td>Sharon Davison</td> <td>Jo Innes</td> </tr> <tr> <td>Treasurer</td> <td>Laura Burgoyne</td> <td>Ria Walega</td> <td>Jo Innes</td> </tr> <tr> <td>Secretary</td> <td>Jo Innes</td> <td>Ria Walega</td> <td>Sharon Davison</td> </tr> </tbody> </table> All those present were in agreement. Thank you to Ria for the last year, taking over from James Heydon. Thank you to Leila for the last year as Treasurer and as handover to Laura takes place. Thank you to Jo Sweeney as handover to Jo Innes.	Role	Nominated	Proposed	Seconded	Chair	Ria Walega	Sharon Davison	Jo Innes	Treasurer	Laura Burgoyne	Ria Walega	Jo Innes	Secretary	Jo Innes	Ria Walega	Sharon Davison	
Role	Nominated	Proposed	Seconded															
Chair	Ria Walega	Sharon Davison	Jo Innes															
Treasurer	Laura Burgoyne	Ria Walega	Jo Innes															
Secretary	Jo Innes	Ria Walega	Sharon Davison															
3.1	Other roles																	
3.2	Kelly H not able to co-ordinate / collate raffle prizes for Christmas raffle. Sharon to take over this – liaise with Kelly	SD/KH																
3.3	Jo I to pass over purchasing books for Santas grotto to James N – Jo & James to Liaise Jo Gregory – continue to coordinate Christmas stalls Café – after many many years Kerry will be hanging up her pinny as Café Co-ordinator at the end of this year – thank you! We need a new café co-ordinator to take over from Kerry at the end of this year.	JJ/JN All/KS																
4.	Review of Summer Fete																	
1.1	The following aspects of last years fete were discussed: <ul style="list-style-type: none"> Bouncy castle, late, arrived with no sand bags, didn't stay. This was disappointing and we want to try and get one for next year as it is a draw for the younger children who attend the fete. Rays Ice cream arrived with a bigger van than anticipated but with the bouncy castle not staying, there was enough space and it worked well . 																	
4.1	<ul style="list-style-type: none"> Carl took great photos of the fun run but was not able to do the photo booth. Try & secure that for the Christmas bazaar. Jo Gregory / Becky J 	JG/BJ																
4.2	<ul style="list-style-type: none"> Jo I ask Carl if the fun run photos can be put on his website for people to purchase 	JJ																
4.3	<ul style="list-style-type: none"> Bar – vegetarian options weren't apparent this year, although were available. Need to manage location/cooking for the next time. Views were mixed on queue times. We need to try and make the process easier for those running the BBQ. 	BJ delegate																
4.4	<ul style="list-style-type: none"> Suggestion from JN to have hot dogs (the ones cooked in boiling water) available. Also Chilli 	Future meeting																

4.5	<ul style="list-style-type: none"> • & Nachos – possibilities to raise in future meetings • Bar – sell more! – we returned a lot of stock / Sharon to assess quantities • Booze Barrow – wheel it around – makes more money 	SD BJ delegate for next year BJ/RW
4.6	<ul style="list-style-type: none"> • Becky & Ria have more ideas to be discussed at future meeting 	
4.7		
4.8	<ul style="list-style-type: none"> • Face glitter – to have bio-degradable, Becky speak to Hannah 	BJ
4.9	<ul style="list-style-type: none"> • Raffle was very quiet – ensure all tickets have been collected from classrooms before the fete 	BJ
4.10	<ul style="list-style-type: none"> • Stage set up – Becky to ask Mr Lee 	BJ
4.11	<ul style="list-style-type: none"> • Becky assign someone to greet stall holders 	BJ
4.12	<ul style="list-style-type: none"> • We discussed having tokens where people could buy tokens instead of money at stalls. This could do with some more thought & investigation. 	Next meeting
4.13	<ul style="list-style-type: none"> • Lisa suggested a reward for people having visited every stall – create demo? 	LMO
4.14	<ul style="list-style-type: none"> • Discussed the charge for the traders and whether we have a tier system. This should be agreed & documented so that Jo Gregory is aware. i.e. Registered business £12 deposit and then 10% of takings. Other traders £12. Childrens stalls to be charged at the discretion of the committee. 	RW/JG
4.15	<ul style="list-style-type: none"> • Buy Ice lollies available again / not ice pops. 	SD
4.16	<ul style="list-style-type: none"> • Signage needs to be thought through and advertised more. Advertising of prices of the stalls / items to buy advertised before the fete on parentmail. 	BJ/RW
5. This academic years events		
5.1	<ul style="list-style-type: none"> a. Christmas cards – leaflets being delivered to school last week. Collate artwork ready for collection – 12/10/18 Collected from school - 15/10/18 Proofs returned to school - 22/10/18 Deadline for ordering online - 9/11/18 	MD to ask for help if needed
5.2	<ul style="list-style-type: none"> Dispatch to school - 22/11/18 b. Christmas Fete – 24/11/18. Meeting to be arranged to discuss and plan c. KS1 Christmas plays café – Date to be advised by school d. KS2 Disco - 11/02/19 	Jl / RW doodle
5.3	<ul style="list-style-type: none"> e. Year 4 production café – Date to be advised by school f. Mothers day wrap - 29/3/19. With the prep on weds 27/3 so that Lisa doesn't have to do it all at home on her own g. Lethbridge 10K - 12/6/19 h. Summer fete - 22/6/19 i. Year 6 leavers do - 22/7/19 j. 100 club 	LMO/P.Castle
5.4	<ul style="list-style-type: none"> k. Uniform sales – to do as and when we can. Less stock due to uniform change l. Bags2School – bags into school 10/10/19 & collection date 9/11/19 	LS
6. Future events ideas?		
6.1	<ul style="list-style-type: none"> • Halloween / something else aimed to more KS1 kids • 'Happys circus' – external company that provide complete circus show with the PTA doing the advertising, tickets, food, drinks etc. PTA pays standard fee to the circus everything else is ours to keep. Need somewhere to hold the event, maybe join with Commonweal for circus on their field? • Something cycling focused. 	RW to speak to Becky Stokes Next meeting discuss JN to investigate
7. Library & Sensory room update		
7.1	We had a special visit to the lovely sensory room upstairs	
7.2	Library – Ria to organise a plaque and get the eventing advertiser paper to come in and document the official opening along with an author – James Antony (author of The Queens Hat & Mr Panda series). At the parents evening suggestion of FOL committee to take it in turns to man the library for the parents to see it	RW LMA/RW

	8. Funding Requests				
8.1	a. Mindfulness activities – more information to follow				
8.2	b. Sports bibs for sports days / trips out – agreed a good idea. £1,000 set aside for this. c. Remarking of KS2 playground – Lisa to advise cost d. Workshops to support curriculum – TBC				LMA School
	9. Fundraising opportunities – alternative sources of funding				
9.1	All to keep a look out for grants. Bearing in mind that some companies specify not for PTA's				All
	10 AOB				
10.1	Defibrillator was discussed / location, training, upkeep etc. Sharon to speak with Lisa & follow up				SD /LMA
	Thank you from Lisa on behalf of the school. Thank you from FOL for recognition in newsletters				
	Meeting to be set for next meeting to discuss Christmas Bazaar Jo / Ria. Doodle poll Ria to advise of all new email addresses				Jl/RW RW/Jl
Date	Minute ref	Action	Action Owner	Update	Status