



Minutes of Friends of Montalbo School Meeting held 10th October 2019.

Present:

Mr C Minikin –Headteacher
Simon Miller –FOMS Treasurer
Julia Steele
Shaun Thornton
Joanna Buchanan

1. Apologies:

Abi Smith
Louise Finlay
Hazel Rayner

1. Finance Update

£1805.48 in FOMS account. There is £100 Petty cash and £50 float.
Summer raffle made £600.

We asked if the school needed any funding at moment. Mr Minikin explained that the work on the school library is nearly complete. £650 required to purchase books, (more challenging texts). FOMS agreed to fund this. Will be beneficial to all school children.

Action: Mr Minikin to arrange for books to be ordered.

2. Plan for Halloween Disco 24th October 2019

Tickets -£1.50 in advance, £2.00 on door to include a hot dog and drink. School will arrange for tickets and posters to be printed.

Key stage 1 disco 5.30pm -6.30pm, Key stage 2 6.45pm -7.45pm.

FOMS can get in from 4.30pm to decorate hall and set up

Actions:

Mrs Newton to produce posters and tickets. (Simon –can you please leave float at school reception in case needed for ticket sales)

Simon agreed to purchase hot dogs, hot dog buns, orange, blackcurrent, red sauce and glow sticks.

Julia to buy glitter tattoos and napkins.

Julia to ask Sam if she is happy to buy sweets to sell.

We have Halloween wind-up toys to sell on night at 20p each.

We will sell teas and coffees on the night for parents /carers.

We need 16 prizes for fancy dress –Shaun and Julia to arrange.

Disco –Julia to ask Louise if she is happy organising music.

Decorations -Mr Minikin to arrange for lights and Halloween decorations to be taken out of storage w/c 14th October in case we need more.

Mr Minikin will ask for volunteers in weekly school newsletter. Helpers to date Julia, Shaun, Simon, Hazel, Emily, Becky

3. Children's Christmas Cards

Sam is kindly arranging this with school.

4. Christmas Raffle Plan

Actions:

Louise happy to order tickets.

Mr Minikin to confirm dates of Christmas Performances as raffle will be drawn at last performance.

Joanna happy to help Julia with Hampers /prizes.

Mr Minikin to add information to weekly newsletter asking for raffle prize donations /items for hampers etc.

5. Christmas Fair 3rd December 2019

Christmas Fair to take place 3rd December 2019 5-7pm. Access to hall will be available to FOMS and stall holders from 4pm.

Stalls will be £8.00 with a raffle prize donation if possible. No cap on number of stalls.

FOMs stalls to date will include, Hot Chocolate, Mulled Wine, Bottle Tombola, Raffle

Actions:

Mr Minikin will contact Santa! and sort arrangements for Sleigh....

Mr Minikin to speak with Rachel Tweddle and Mr Blissett regarding lighting, stalls etc

Julia to contact stall holders who have emailed FOMs email account to confirm stall price.

Julia to contact stall holders who attended last year's Christmas Fair to see if they would like to book a stall (Abi has forwarded list to Julia)

Simon /Julia to look at prices of selection boxes (400 needed).

Need callout for volunteers to help with FOMs stalls.

Julia to speak to Louise regarding Posters and Fliers for Christmas Fair.

Will need to put together a hall and outside plan for event.

6. Future Fundraising Events

School Lottery

Actions:

Need to continue to publicise to parents /carers. Board to be arranged at Christmas Fair with flyers on and pictures of what we have purchased from money raised from School Lottery and other Fundraising efforts.

Julia to contact Abi for up to date breakdown of players and amount of projected income.

Julia to ask Abi if she prefers lottery information to come into FOMs gmail account.

friendsofmontalbo@gmail.com

FOMs to continue advertising Your School Lottery to parents /carers.

24th October –Halloween Disco –details above.

Oct –Dec 2019 –Children to design Christmas Cards to sell to family –Sam to arrange with Class Fundraising –details above

Casino Night –Sara O'Doherty spoken with Mr Minikin and Julia. She is happy to organise this for 14th March 2020. Discussed at meeting. Preferred location would be Barnard Castle Cricket Club.

Action –Shaun to ask if Cricket Club available that evening.

Beaumonts Recycling –Julia to arrange future clothing collection.

AOB –Social Media to promote FOMs and events.

Actions:

FOMs Facebook page was discussed.

Simon will add Joanna as an admin.

Simon /Joanna will look at changing format of page to an information /business page.

Once sorted Facebook page will be used to promote School Lottery, Christmas Fair and other fundraising events.

FOMs Bank Account

Actions:

Simon and Louise to meet up to sort out signatory information on bank account.

Thank you letters for Businesses

Action:

Julia to arrange. Brilliant designs from school pupils.

Date of Next Meeting –Provisonally Tuesday 5th or 11th November 5.00pm –To be confirmed.