



MEETING MINUTES

Where: Rampant Cat

When: 1/5/24, 8.00 pm

Housekeeping items:

1. Attendees and Apologies (SA)
Stuart Ashby(Chair), Nick Watson (Tres), Claire Maestri, Kevin Tooze, Rachel Fisher, Lesley Samara, Lycée Marsh, Paul Davies
2. Collect AOB items and estimate time needed (SA):
Infant yearbook, Yr6 leavers hoodies, outdoor class usage, grounds clearance

Regular items:

3. Review actions from previous meeting minutes that are still outstanding

| Date/ ID | Owner | Action | Status |
|---------------------|--------------|--|------------------------------------|
| 09.11/4 | SA | Publicise direct giving page via School and Spectrum | Continue: blog post and email next |
| 17.1/1 | NW | Follow up bounced cheque w/ Garry L | Continue |
| 17.1/2 | SA | Update CAF donate page w/ outdoor project | Continue; use outdoor proj |
| 6.3/6 | SA | Request help for unfilled WoolFest roles | Closed at meeting. See below |
| 6.3/8 | RR | Enquire for inflatables (3 units as before) | Continue |
| 6.3/9 | RF | Enquire and report back on food truck | Continue |
| 6.3/11 | SA | Enquire if Evolution (band) are available | Continue |

4. Finance status update (NW) - 5 min
 - Account: Balance, income, expenditure since last meeting - headline figures
Acct balance: £14,168
Recent income: disco £822 and donations £200
Recent outgoing: to school for regular commitments (£548) and for WoolFest toilet booking (£360).
Refer attached commitment tracking sheet for forecast.

5. Regular fundraising activities - 5 min
- Bag 2 School (RR)
 - Refreshments (SA)
 - Giving Machine (RR)
 - Direct donations w/ Gift Aid (SA)
- (No report for B2S, GM, Refs.) One donor has used the Gift Aid page.*

Notable items:

6. Disco feedback
- Anything we would do different next time?
*One request to perhaps sell more eco-friendly merchandise. **A: PD to raise with school council for ideas.***
 - Is it worth investing in our own gear if we cannot get a DJ cheaply?
No. we prefer not to be liable for equipment maintenance and PAT.
7. Woolfest planning #1
- Timeline: **as of today we have 9 weeks to go!**
 - i. Ticket promotions at Friday assembly: 10th, 17th, 24th May
 - ii. Ticket sales open: 3rd June (after half term)
 - iii. **Go/No-go cutoff date: 21st June (-2wks)**
 - iv. Ticket sales closed: 28th June
 - v. **Event 5th July.**
AGREED. A: SA to start promotion activities as above
 - Lead roles - *volunteers required.*
 - i. Site manager (safety, lighting, power, tentage, toilets, site plan)
- SA assigned
 - ii. Ticket sales and volunteer planning - **NW assigned**
 1. Setup
 2. Helpers schedule
 3. Takedown
 - iii. Bar, license and online payments - *SA assigned*
 - iv. Silent Auction - **LS assigned**
 - v. Catering - we proposed to use food truck[s] this time following success of Xmas Tractor Run arrangements - **RF assigned**
 - vi. Band & DJ - *SA (& Gayle Ashby) assigned*
 - vii. Bouncy castles - *RR assigned*
 - viii. Festival shop (similar to disco) - **LM assigned**
 - ix. Festival tent (glow-up, face paint, etc) - **LM assign for now**
 - Long lead time item bookings status:
 - i. Tentage - **will be available, kit to be assigned**
 - ii. Bouncy castles - **cont.**
 - iii. Catering - **cont.**
 - iv. Toilets - **booked.**
 - v. Band **cont.**
 - vi. DJ **cont.**

A: All to close long lead items by half term please!

8. Project requests from SLT to consider
*Outstanding request for £800 to fund new Bibles was approved.
New request: £300 to help cover transport costs for Year R trip to Hawk Conservancy was approved after the meeting. Evidence below.*

AOB

Infant yearbook – *We agreed to arrange production of this similar to 2021. FWHS will fund half the item cost of one yearbook per family. **A: RF to request photos.***

Yr6 leavers hoodies – *We agreed to arrange this and order by half term. Colour to be Navy Blue as per new school uniform. FWHS will fund half the item cost of one hoodie per leaver. **A: SA to obtain quote and setup order form.***

Outdoor class use plans – *PD assured the meeting that teacher training would be taking place before the end of this term and weekly sessions to be included in lesson plans from next term.*

Grounds clearance– *We proposed to re-start this activity next term.*

Calendar review: - 10 min

9. New activities to be calendared, Confirm date for next meeting
*Agreed on 1st week back after half term. **A: SA to send out details.***

CLOSE

