

FOMP MEETING - COMMITTEE MEETING - 11TH DECEMBER				
AGENDA ITEM	MAIN POINTS DISCUSSED	AGREED Y/N?	NOTES	PERSON(S) ACTIONING
Discussion and confirmation of Role Duties/Key Responsibilities going forward.	Role Responsibilities - Secretary	Y	Discussed all of the main responsibilities and agreed who would be actioning them going forward. Posters/Social Media to be done by Abbey. Mel to do Minutes if able and Abbey will do if Mel can't. Mel to do Newsletters. All agreed that Letters would be drafted by the person running the event and passed on to the Co-Secretary's to check over. All agreed to have one Newsletter per term going forward and keep some information just for the Newsletter. EDIT - Melanie Hettle emailed and handed in her resignation as Secretary straight after the meeting - effective immediately. This was accepted by the committee and she was thanked for her contributions and commitment during her time on the Committee	Abbey/Mel
	Role Responsibilities - Treasurer	Y	Gill asked for the sentence on Gift Aid to be removed from the Role Responsibilities for the Treasurer.	Helen
Agree a plan for confirmation of Committee decisions via WhatsApp/email etc.	Discussed different ways to ensure that decisions can be reached easily and fairly.	Y	When a decision is needed it needs to be marked clearly in capitals at the start of the Whatsapp message and a time scale for the decision made clear. Where possible use a poll to pick a choice.	ALL
Promoting FOMP	Posters for Book Wish List/Amazon Smile/EasyFundraising/PTA Events - QR Codes	Y	Abbey to make up generic posters for the main ongoing fundraisers to go on FB, the notice board and fence occasionally. QR codes to be produced from online generators.	Abbey
	Poster promoting FOMP – who we are/what we do/what we have donated – How to donate to us!	Y	Poster that Jodie created a few years ago is in the Gmail Inbox - needs updating and circulating on FB.	Jodie
	Check re: painting the back of shed and using as a noticeboard.	Y	Need to see if this is okay with the school.	Helen
	Re-do the Notice Board in the office/make a plan for playground Noticeboard when have access.	Y	Abbey to come up with a design for the office noticeboard for January and make a plan for the playground noticeboard for when we have access again. Abbey to purchase paper for this.	Abbey
	Schedule of FB Posts	Y	Once schedule of events is known Abbey will come up with a FB post schedule to make sure all ongoing fundraisers are mentioned regularly. Also discussed adding in reminders of special events at school (Xmas Lunch/School Photos etc) in advance and also humorous posts. Some posts can be pre-scheduled in the FOMP FB Group.	Abbey
	All committee members to like/comment on FOMP Facebook posts/share where possible to show support.	Y	Discussed that all committee to like/share FOMP posts where possible. Jodie mentioned that not all posts are shareable - Abbey to check into.	ALL
	Promote what we have done clearly on FB/via email/Newsletters – e.g. donations of gifts to school/purchase of books. Purchase Stamp saying 'Donated by FOMP' with Logo.	Y	Agreed that we need to be clearer on what we are donating to the school. Create posts on the day things are given out to make parents aware. Ask for the school and C&LC to put info in the Newsletters (and also about our events). Jodie to get a stamp with 'Donated by FOMP' for anything purchased so we can stamp them before going to the school.	Abbey/Helen/Jodie
	Friends Discussion Group on FB	Y	Asked all committee members to share information on the Friends Discussion Group to keep people interested in helping in the loop and engaged. Gill to be added to the group and made an admin.	ALL
	Instagram/Twitter	Y/N	Abbey to post on the FOMP Instagram and see if it gets engagement, if not then we won't continue. Agreed not to start a Twitter account at the moment.	Abbey
	School Website	Y	Jodie has looked at our information on the school website - need to ask the school/IT helper to see if there can be a FOMP page within the website so people click on it and can then see an introduction and info on who we are as well as letter/newsletters. Helen will speak to Helen in the office and see what's possible.	Helen
Schedule of Events	Y	All discussed that we should produce a schedule of events at the beginning of each term to let the team and parents know what is happening well in advance.	Jodie	

PTA Events	Promotion and utilising what it has to offer.	Y	Discussed promoting PTA Events more now we are adding more information to it. The donations options for Year 6 and the Playground markings renewal are working and we are receiving donations. Helen signed up to a webinar in January to find out how to get the most out of PTA Events and we can promote more in January to the parents. Helen to let Gill know how the fees work for PTA Events/Stripe	Helen/Gill	
SPRING TERM					
Events for Spring/Summer	Entertainer – Someone work with Kushboo to see options and book it in – When?	Y	Zoom Entertainer Event - Maths or Science based entertainer to hold an online Zoom event - Aiming for at some point in the first half term - tickets sold via PTA Events - End of Jan to early Feb.	Kushboo/Mel	
	Break The Rules Day – Possible Dates?	Y	Break the Rules Day - Friday 12th February (last day before half term)	TBC	
	Mother's Day – Afternoon Tea Box	Y	Mothers Day - Afternoon Tea in a Box - This would be an online sale on PTA Events with the boxes going home with the kids in the afternoon on Friday 12th March.	TBC	
	Comic Relief	Y	Red Nose Day - Friday 19th March - Non-Uniform Day?	TBC	
	Easter – Possible options? Maddy wanted to organise an Easter Egg Hunt.	Y	Easter Egg Hunt - Friday 26th March - This is dependent on restrictions on outside events and social distancing - so possibly not one we can do at that point. We can wait and see nearer the time.	TBC - (Maddy if going ahead)	
	SUMMER TERM				
	Bag2School – Book another collection/Find another company?	Y	Bag2School Collection after Easter Holidays - Look at whether to use another company instead.	Jodie	
	Auction – Spring/Summer - Decide the best date to hold /Draft Letters to go out to companies – Elina is finalizing the contacts list will be ready by Jan / Email/FB posts to ask people to donate unwanted gifts after Xmas.	Y	Auction - We would like to do an online auction via PTA Events/Facebook on Friday 23rd April (if things change this could be held in person but would be held at an external venue). We will start contacting businesses for donations for the auction in January.	TBC	
Circus – June 2021	Y	Circus - This is still provisionally booked in for 9th June 2021, again this will be dependent on how the restrictions are nearer the time.	TBC		
Calendar of Children's Pictures – When/How?	Y	Calendar - We have had the possible idea of putting together a calendar to sell at the end of next year (Nov/Dec 2021) filled with entries from the children - possibly photos or drawings linked to a particular theme (still to be decided). We would need to start thinking about this around March as entries would need to be finalised by the summer.	TBC		
AOB	Books in Shed	Y	Kushboo suggested doing an online sale of the second-hand books we have left on FB. Not sure if any of what is left in the shed is any good. Helen to pick up books at some point and go through them - recycle any that are too old/worn and put any decent ones on to sell.	Helen	