



Friends of Snettisham Primary School Committee Meeting Minutes:

Thursday 17th October 2019, 3:15pm, Halls Room

Attendees:

Ann-Marie Wing, Danielle Rodrigues, Darren Wing, Rebecca Chilvers, Zoe Walden, Neil Walden, Cheryl Rumens, Kirsty Stocks, Cori Houlston, Darren Belham, Laura Goodwin

Apologies:

Meeting started 3.15pm

| Agenda Item | Notes | Action |
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| Apologies | Emma Hunt, Louise Jackson, Kim Parsons, Nina Taylor, Rachel Ford, Sophie Batterbee, Clare Man, Jon Mitchell, Gabi Mitchell | |
| Chairpersons report | AMW thanked all for support over the past year, She really likes working as part of a team raising money for the children. Highlights santa arriving by helicopter. | |
| Treasurers report | DW handed out the accounts to all DR explained and showed all present that each event organised has an income sheet for that event and that shows how much float given, money taken broken down to amount of each note/coins. Then once counted by DR and DW signed off and filed in accounts. | |
| Questions | Nomination of chair AMW nominated by RC 1 st - NW 2 nd - DB Nomination of vice chair AMW nominated DR CR nominated LG Open to vote After vote DR was asked would she accept nomination she agreed. Nomination of secretary CR nominated RC 1 st - DR 2 nd - KS Nomination of Treasurer RC nominated DW 1 st - RC 2 nd - NW | Chairperson – AMW Vice chair – DR Secretary – RC Treasurer - DW |

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| Class Reps | Class reps for selling tickets collecting donations. Willow class – DR, RF Oak Class – CR, CH Ash class – KS, DB Birch class – KP, CR | AMW to advertise class reps on fb |
| Constitution | DR suggested that point 4viii (minutes of each meeting to be displayed in notice board) needs changing to Minutes from each meeting to be filed in school F.O.S.P.S file for all to access. | AMW – to amend constitution and sign |
| Halloween cake stall Thursday 31 st October | Halloween cake stall is to be held on Thursday 31 st October. Weather permitting front playground. DR asked AMW to check on set up time. Stall open time 3.00pm – 3.20pm | DW – float Advertise – AMW Food bags- AMW Stall helpers - KP, R.C, LG,DR |
| St Mary's Christmas market | St Mary's Church Christmas market Saturday 30 th November AMW explained we have been asked to be part of this event. | AM.W talk to Mr Gee |
| Christmas Fair Friday 6 th December | Next meeting based on organising this event Raffle team CR, LG | AM.W – pass on raffle list to CR, LG |
| Cross Country event Snettisham playing field | Cross country refreshments snettisham playing field pavilion 9.30am set up 10am start – 11.30am Helpers – KP, RF, RC | DW – Float AMW – inform Tracey Bower refreshments available. |
| Next Meeting | Friday 8 th November 3.10pm | |

Meeting finished: 4.30pm