



Friends of Glebe School

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Registered Charity No: 1051677

Supporting our Children, Supporting our School

**MINUTES OF THE FRIENDS OF GLEBE SCHOOL MEETING
HELD ON THURSDAY 30TH JUNE 2022 AT GLEBE PRIMARY SCHOOL**

ATTENDANCE Aya Gardiner - Vice Chair
Kimberly Cluskey - Treasurer
Lis Aherne - Secretary
Melanie Penney - Head Teacher
Danielle Au
Donna Barcessat
Elisabeth Tilbury
Priyauka Ghosh
Sona Matharu

APOLOGIES Atonte Rodwell - Chairman

Item 1 - Welcome

1. The Vice-Chair opened the meeting and welcomed members.

Action - Aya

Item 2 - Last Minutes

1. The minutes of the last meeting were accepted as a true and accurate record of events.

Action - Aya

Item 3 - Treasurer's Update

1. The Current Bank Balance as of 29th June 2022
£ 500.00 (Current Account)
£ 7919.24 (Business Premium ME) Total £8419.24
Current Bank Account signatories – Aya Gardiner, Atonte Rodwell and Kimberley Cluskey
Action - Kimberly
 2. Current profit from the Jubilee tea party is £3426.55 with the toilets still to play (approximately £300).
Action - Kimberly, Danielle
 3. £93.21 paid out for supplies to make new parent packs
Action - Nil
 4. Lis has set up an online payment system with PTA events
Action - Nil
 5. We have placed an order for 160 Beck theatre Christmas panto tickets at the cost of £12.50 each. We will need to make the payment of £2000 for these tickets in September. These tickets will be sold at £20 each (160 x £20= £3200) making a £1200 – transaction fee profit
Action - Nil
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Item 4 - iZettle

1. iZettle is who we use for our card reader to allow for a card payment option. In line with the banking regulations that PayPal and iZettle work to, we are required as a charity, to supply updated information of all Trustees registered with the Charities Commission. As several of our named Trustees no longer volunteer with the FoG, the unanimous decision was made to remove outdated trustees.
Action - Lis
 2. To ensure we accurately update our information, all current trustees are to send Full Name, Date of Birth and Address to the Secretary.
Action - Mel, Atonte, Aya, Kim, Lis
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Item 5 - New Constitution and roles

1. As agreed within the last meeting, the Parentkind constitution will be adopted within the next AGM. In line with the new constitution, the recommendation to reduce Voted/Trustee roles was made. This would allow the number of members required for future votes (quorum) to sit more in line with the current average number of meeting attendees.
The committee voted to reduce the committee for the next academic year to :
Chair, Treasurer and Sec.
Action - All

2. The new constitution also ensures that each academic year a new committee can be voted in to allow people to move on if they so wish and to allow new members to bring themselves forward. As such, the current committee will begin advertising the 3 main roles to the school to give any potential nominees time to find out about roles. Adverts will be published through the school newsletter and on our social media pages.

Action - Lis, Danielle

Item 6 - Garden Party Overview

1. The committee thanked the organisers of the event.
Action - Aya
2. The committee thanked all who participated in the online feedback.
Action - Aya
3. An overview of responses were discussed within the meeting. Overall, the majority of reviews were extremely positive. The committee have noted points for improvement for future events.

Action - All

Item 7 - Future Projects

1. **NEW PARENT PACKS/ COFFEE MORNINGS.** The committee voted to plan and run coffee mornings for new parents of children starting in reception in September.
Action - Donna
 2. **PARENT DAYS.** The committee agreed, for numerous reasons, to no longer run Mothers day and Fathers day sales. This will also allow for the overstretched volunteers to use time for other more profitable events.
Action - All
 3. **DISCOS.** We have been given the OK to restart school discos. The committee will look into dates and ideas on how to run the discos and will present ideas at the next meeting.
Action - Kim, Donna, Danielle
 4. **CHRISTMAS PANTO TICKETS.** As discussed in Item 3, Point 5.
Action - Nil
 5. Future events were suggested including World Book Day TShirts, Second Hand Clothes Shop, Easter Bunny and Bags2School. Kim suggested we take event suggestions via a form to allow us appropriate time and information to discuss future events within meetings. Kim to create form.
Action - Kim
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Item 6 - AOB

1. Mel was asked if the School Council have met yet to discuss future potential fundraiser ideas. They have not. It was suggested we get 'wish lists' from the School Council, Teachers and possibly parents to allow everyone to have a say on what the FoG money can be spent on.

Action - Mel

2. Update on the Co-Op funding request for new play equipment for the new nursery building will be followed up.

Action - Aya

Item 7 - Next Meeting

1. The next meeting will be an **AGM**. Date and Time to be confirmed.

Action - All