

Open Committee Meeting Minutes

Date: 25th April 2017

Location: Heyford Park Free School Officers Mess

Attendees

Steph Woodman – Chair
Steve Gee – Treasurer
Kate Akkerman – Secretary,
Adrian, Kerry, George, Leigh, Shanna, Georgie, Asha, Nadera

Apologies: Jenny

In attendance:

Karen Healey, Richard Hopton, Heidi Hopton, Gerald Daniels, Sam Daniels

1. Welcome Introductions and Apologies

SW welcomed everyone to the meeting and thanked the committee for their work and support .

2. Matters Arising

Primary entrance decoration – on-going

Football goals – these are in place with nets. **ACTION:** SG to chase donation cheque for Launton School

Facebook – on-going. **ACTION:** KA to finish work with SW to update member list

Second-hand uniform – GH to lead with sale at Fete

Outdoor Gym – Letter delivered to Dorchester. **ACTION:** SW to follow up with Dorchester

3. Donation Bids

4 bids were submitted to SLT. 2 bids were approved by SLT:

Maths Watch DVDs submitted by A Rugoobur 13/3/17 Approved by SLT 23/3/17

Cost: £400 + VAT

Music - Stage Piano Yamaha p255, Keyboards for use in secondary, Recorders and ukuleles for primary, Christmas Concert entrance fee, submitted by S Beckett 12/3/17, Approved by SLT 23.3.17

Cost: £1865

School has £850 already on account, **ACTION:** SG to write cheque for balance of £715 Cheque to be passed to Business Manager.

All agreed new process for Bids was much improved.

4. Treasurers Report

Report approved

5. Quiz Night

It was agreed that it was too late to run an event at such short notice. The suggestion was to run an additional Movie Night. **ACTION:** GH to speak to Rebecca H to agree a date. There was a suggestion to run a Movie Night for Secondary **ACTION:** SW to speak with Moira/Karen

6. Summer Fete

It was agreed to arrange a Fete planning meeting to cover this item.

7. AOB

SW thanked GH for organisation and smooth running of latest movie night

SW confirmed next drop in session on Weds 17th May and asked for volunteers. **ACTION:** SW to email committee for attendance

SW has produced a list of Friends activities and circulated **ACTION:** could everyone have a look at the list and volunteer to take the lead on activities.

Next Meeting: Summer Fete Planning Meeting 4th May 2017 @ 6pm