

MINUTES

Friends of Moulton Chapel School Extra-Ordinary Meeting

Meeting held 5th February 2014 at 3.15 p.m

The meeting was opened by Miss Meacher at 3.15pm.

In Attendance

Mrs Groom, Mrs Haunch, Miss Meacher, Miss Mackey, Mrs Baker, Mrs Williams, Mrs Casey Lovell, Mrs Harrington, Mrs Matthews, Mrs Cameron, Mr Burton, Mr Rogers

FOS Reconstitutionalisation

This meeting has been held to establish a new format of the Moulton Chapel Friends of the School Constitution. Miss Meacher welcomed and thanked parents who have come along to join in. Miss Meacher outlined the reasons for establishing a more parent lead committee and gave a handout of a draft Constitution based on the PTA UK format of which we are members and who we hold our insurances with.

The draft Constitution was reviewed and attendees agreed some minor changes which Miss Meacher will edit. The Constitution will be confirmed and issued by Miss Meacher and held on record for future reference. This will be available in hard copy and electronic format.

When formulating a Constitution, the committee does need to be comprised of the following roles: Chair, Vice Chair, Treasurer and a Minute Taker.

New committee members are required to fulfil these roles and for volunteering to help at events. After discussion, the following roles have been taken up by Parent Volunteers who were seconded by Mrs Harrington, Mrs Casey Lovell, Mrs Matthews, Mr Burton and Mrs Haunch:

Chair	Mrs Williams
Vice Chair	Mrs Groom
Treasurer	Mrs Casey Lovell
Secretary	Mrs Haunch

Mrs Groom & Mrs Williams agreed to share joint roles ensuring that either one will attend meetings and meet the requirements for future events. The Charities Commission will need to be informed that we have re-constitutionalised as well as being informed of the new Chair. Miss Meacher will happily pass on the Charity Commissions' details to the Chair outlining the full requirements and responsibilities.

The Friends of the School wish to thank the parents who have volunteered to join the Committee and for taking on the roles required to ensure the future running of the Friends of the School.

Mr Simon Rogers expressed our thanks to the teachers and staff who have contributed to the Friends of the School over the years, praising their commitment and our appreciation for all their hard work.

The new Committee agreed for future meetings to continue to be held straight after school.

Valentines Pancake Disco – Thursday 13th February 6 – 8pm

Our next event is drawing closer and the following arrangements have been organised with volunteers agreeing to the following duties:

Pancakes	John Barnes has generously agreed to supply his delicious pancakes
Music	Simon Rogers has agreed to run the Disco
Games	Mrs Cameron has agreed to run the Games
Serving Pancakes	Mrs Williams and Mrs Groom will serve the pancakes
Raffle	Trevor Burton volunteered to run the raffle
Refreshments	Mrs Harrington has agreed to oversee the refreshments
Food Shop	Toppings, oranges, lemons and serviettes will be bought by Mrs Matthews
Toilet Monitor	Mrs Haunch will monitor the toilet areas
Competition Prizes	Miss Mackey will source 3 prizes
Flyer	Mrs Haunch will create a flyer to advertise the event to be emailed to parents and handed out in the reading packs.
Notice Board	Mrs Groom will ensure the event is clearly advertised on the notice board
1 st Aiders	Mrs Groom, Mr Rogers and Miss Mackey will be on-site through-out the event.
Floats	Mrs Casey Lovell will ensure 3 Floats are available.
Competition	The competition for the evening will be for the children to make a Valentines Card

Volunteers are requested to arrive at school at 5.30pm to set-up prior to the event and help will also be required during the event for crockery prep, washing up, clearing up and after the event to tidy-up.

If there are any parents who wish to help out during the evening, but were not able to attend this meeting, please do let the Committee or one of the teachers know – every bit of help does help.

Future Events:

Moulton Chapel Parade will be during May and the school have been requested to have a stool and to participate. It was agreed the school would hold a Cake Tombola and there will be music with Drumming and a Choir.

The Summer Fair will be held in June with details being discussed in forthcoming meetings.

The next meeting will be held in March to enable the new Committee to review the results of the Valentines Pancake Disco, discuss the plans for the MC Parade and to invite volunteers to join in and bring forward their new ideas for future events.

Minutes: All futures minutes of the meetings will be emailed to all parents via the school.

Date of next meeting: Friends of the School Weds 12th March at 3.15 p.m.

Your Friends of the School Needs You

Please remember any help, however **small** will be of **great** value.