**MINUTES OF COMMITTEE MEETING**

**Monday 9th November 2015**

**Number 1 Castle Street 7.30pm**

1. **Attendees and Apologies**

Sarah Daw, Louisa Essenhigh, Rebecca Blackman, Lucy Debenham, Claire Hayes, Sarah Morgan Jones, Al Chapman, Tricia Finning, Jane Preston, Emma Lawer, Rachael Capozzoli, Gemma Johnson, Tracie Lowe, Michelle Bowley, Bec Morgan Jones, Mr Turpin, Mrs Gummerson and Katie Seekings

Apologies were received from: Mr Wright, Helen O’Reilly, Linda Preston, Sheeja Thomas, Sam Holloman, Gail Small, Susan Adeyemo, Amanda Joseph, Ms Dyson and Frankie Pope.

1. **Approval of the Minutes from the last Committee Meeting**

Proposed: Sarah Morgan Jones Seconded: Michelle Bowley

1. **Matters Arising from the Minutes of the last Committee Meeting**

The Chair just asked to clarify that the commitments as outlined in the last meeting be formally accepted. Gemma Johnson proposed this, and it was seconded by Sarah Morgan Jones.

1. **Chair’s Report**

Sarah explained that this would be a fairly brief meeting.

The Frog Garden was officially opened earlier today. The weather held off and the new equipment was officially opened for the children by Spiderman after an epic arrival from the top of the house to the Frog Garden.

The PTA, led by Helen Bissell, raised £4K towards this redevelopment, and were formally thanked by Mr Wright.

The Christmas Card fund raiser was a fairly late decision, but a good one. With 202 orders

(including one from Miss Jeynes!)– from Nursery to Y6, this has been well supported and has raised around £370 for PTA funds.

The PTA would like to express their thanks to Mrs Gummerson who has worked very hard at the sharp end with the children to get this off the ground.

We have asked for a list of Pre Prep children to enable us to plan for the Christmas Party. Mrs Lord is trying hard to locate a Santa and the PTA will be buying books for each child.

It is usually the job of the Year 2 reps to wrap these, so Sarah asked if this were possible and suggested doing it socially with a group over a coffee. Thanks to the Year 2 reps for agreeing to be involved and to Claire Hayes and Lucy Debenham who offered to join in and help.

1. **Headmaster’s Report**

Mr Wright sent in apologies and explained that there was nothing to report at this time due to the proximity of this meeting to the last one.

He did point out that there will be something to report on the solar panels installation soon as this may well involve a restructure at The Moat to support the weight. Mr Pizii is hoping to attend our next meeting.

1. **Treasurers Report**

Lucy Debenham reported that the Fireworks ticket sales were going well will 145 adults and 145 children to date with several days left to run on ticket sales. Last year we had around 170, and all indications point to similar figures this year. Lucy did ask that everybody settle up as soon as possible.

1. **Bag 2 School**

All is on track with this. Quick Skip have kindly agreed to allow us the use of two clean red wheelie bins which will be kept near to Mrs Wainwright’s kitchen, labelled!

We have a list of helpers which was run through, and Sarah asked that reps be ready in position by 8.25am. She will confirm who will be front and back.

There are plenty of extra bags should anybody need any, but it is absolutely fine to use any bag.

1. **Fireworks**

Fingers crossed for the weather. The event will go ahead regardless of any rain. It would only be postponed in the event of fairly severe flooding.

Mr Turpin informed us that there is a rugby tournament until 4pm that day with the Seniors, but on checking with Mr Debenham we now know this does not affect the areas in which we need to set up.

Tickets must be bought in advance. No money to be exchanged on the night, though we will be prepared to invoice attendees not listed from the office.

Ady Morris and his team have sourced fireworks at a good rate from Radway Nurseries, and Graham Essenhigh will be lending invaluable support with the marquee and electrics again. Enormous thanks to them.

We will, once again, b selling glow sticks/glasses. Doughnuts and marshmallow sparklers will be sold at 50p each.

There will be s safety briefing at 6pm led by Mr Debenham. Please can all helpers be there to hear this briefing?

Thanks to Alex and Fleur Brinkerink for donating cider for our mulled drinks, and to Ed and Gina (KathleenMae Y3) at The Spice Works for providing us with mulling spices and to Sarah Morgan Jones for creating the brew!

We will be selling tea and coffee for those who don’t want cider. We have the use of three urns.

Thanks to Mrs Gummerson for offering to help with teas and coffees, and also to Lucy Debenham who will cook the vegetarian option and bring it down to Wyeside ready to go.

Mrs Matthews will be there to look after any lost children, so grateful thanks to her.

Sarah reminded everyone once again to be there by 6pm for the safety briefing ready for gates opening at 6.30pm.

1. **Christmas Bazaar**

This takes place on Thursday 26th November in the afternoon. Just after the meeting it seems right to inform you all that the choristers have been granted a Plain Day to enable them to join in with all the fun of the Bazaar.

It starts at 2.30pm with the early arrival of Prep Prep and Nursery at around 3pm to 3.15. It is usually done and dusted by around 4.30pm.

Nursery: Gingerbread

Reception: Pin the nose on Rudolph

Year 1: Snowman marshmallow lollipops

Year 2: Raffle ticket prizes, taking 0 and 5 as winners

Year 3: To be decided

Year 4: Lucky Dip

Year 5: Guess the name of the soft toy

Year 6 – Refreshments

Sarah has spoken to Katharine Dutson Smith, a new chorister mum, who has agreed to run a stall too.

Thanks to all who suggested ideas and volunteered – do rally everyone round so that it’s a team effort from your Year Group.

Louise Evans will once again be selling photos. Do check out the gallery on the website. Order forms were distributed. There should be some smashing photos from Speech Day, PGL and the Albert Hall amongst other recent events too.

The Little Princess Trust will be having a stall.

Enormous thanks from us all to Katherine Cripps who is enabling us to receive pound for pound match funding from Barclays Bank as her named charity. This is extremely kind and will make a huge difference to the profits we raise.

1. **Spring Term Fundraiser**

This will no longer be a themed day, but will involve supporting the school with refreshments at a forthcoming event which will enable us to make a profit. Details to follow when we know them.

1. **Any Other Business:**

None raised.

1. **Date of next meeting:**

To be e-mailed to all reps once the New Year’s calendar has been published by the School.

**Rebecca Blackman**

**Secretary**

**19/10/15**

**These minutes are a true representation of the meeting held on Monday 9th November.**

**Signed ………………………………………………………………………………………… Date………………………………………**

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