



Dove Bank Primary School

FOD Minutes

Monday 20th January @ 7pm - 9:20pm

PRESENT: Chairperson: Rachel Cox
Vice-Chair: Claire Wheeler
Secretary: Rachel Baker
Public Relations: Amanda Whittingham
School Representative: Mr Cheesman
Michelle Tomlinson, Mitzi Moran

Venue: Dove Bank School, Nailstone - Butterfly Room

Apologies: Karen Clarke, Sylwia Dobrzyniecka

Discussions of this meeting: See attached Meeting Agenda & Wish List

1: Welcome & Introduction: Rachel C welcomed & opened the Meeting

2: Reflections on Christmas fair event 2019:

- Money raised on Christmas fair: £729.85.
- Event note: to start organising the event at least 6 months in advance.
- Over spend on Santa Gifts - FOD donated spare Christmas selection boxes to the charity event Wishes for Kids, Bagworth. Note: Better & more effective calculation of ticket sales for 2020

3: Membership of Parent Kind - Charity Status:

- Unanimous vote to join Parent Kind from all attending committee members - School to pay from money raised - Rachel C to action
- Charity status on hold until first set of annual accounts shown.

4/5: Bank account / Finance to date:

- Mitzi to over-see Treasurer position & open/organise the new FOD bank account.
- Sylwia/Mitzi to provide up to date account balance including Halloween 2019 fundraising.

6: FOD logo:

- Amanda to action voted slight changes to draft logo, to be used for posters/leaflets & letter heads.
- Unanimous vote from all attending committee member for the FOD to have own information tab on the Dove Bank School website - Mr Cheesman to action - FOD to send draft information to him.

7: Inventory:

- Update stock take following 2019 events- Karen Clarke to action
- FOD to sort stock / liaise with Mr Cheesman/kitchen employer about organisation & storage facilities.

8: DBS

- All regular committee members require DBS checks - Rachel B, Claire W, Michelle T, Karen C & Sylwia D to get information to Mrs Howard, Information required: Birth Certificate, Marriage Certificate, Photographic ID - Driving Licence or Passport, email address - date required latest 7th February 2020.

9: Promotion of Group:

- Rachel C to draft FOD newsletter / Amanda W to finalise design of 5 ways to Help poster/leaflets.
- Rachel C to speak at next School introduction Evening to promote FOD.
- Mr Cheesman to action Page on School Website.
- Amanda to create closed Facebook Page - tried, tested & approved before implementation.
- Pen portrait of committee members for boards and website - FOD to action
- Notice Boards within the school - Amanda, Rachel B & Michelle T to action.
- *Post meeting note* - Rachel C requested committee members to consider mission statement and possible strap line.

10: Gift / Wish List:

- Mr Cheesman presented Children/staff wish list to committee.
- To be reviewed and presented at next meeting.

11: External Advertising of Events:

- Rachel B / Michelle T / Amanda W to organise external advertising / publication dates required etc...
- Committee members to provide details of external publications to Michelle/Rachel B - contact details and deadlines required.

12: Non-Event Fundraising:

- Recycled ink cartridges - Rachel C to action
- Rag to riches - Clothes donations for money - Rachel C to action
- School Lottery - Mr Cheesman & Rachel C to action
- School Christmas Cards & accessories - Mr Cheesman enquired whether FOD would like to take responsibility? Michelle to gather details regarding cards and t-towels
- Rachel C to provide information regarding Jute bags

13: Selling of Uniform

- Agreed selling of Preloved uniform throughout year- Claire W to action

14: Agreed Events for 2020

- PJ's & Popcorn night - Thursday 12th March - Film & times TBC.
- Chocolate Bingo - Thursday 2nd April - times TBC - Donation letters drafted, awaiting artwork then to be sent to local businesses.
- Fashion show discussed (poss 2021)
- Summer Disco - Thursday 21st May - Theme & times TBC.
- Summer Fair - Saturday 20th June 2pm - 4pm - Theme to be decided - External/internal Stalls to be organised, Rachel B & Michelle T to research stall finder - donation letters drafted and awaiting artwork then to be sent to local companies for any donations of raffle prizes etc.
- Halloween Disco - TBC
- Christmas Fair - TBC

COMMENTS/FEEDBACK TO BE ADDRESSED ASAP:

Advertise Treasurer Position

Action all DBS checks

Chair - Requested first choices on wish list from Mr Cheesman

**NEXT COMMITTEE FOD MEETING TO BE HELD ON WEDNESDAY APRIL 22ND AT 7PM
VENUE DOVE BANK SCHOOL.**

**NEXT EVENT MEETING TO BE HELD ON WEDNESDAY 26TH FEBUARY AT 7PM VENUE
DOVE BANK SCHOOL - Primary discussion - PJ & popcorn evening & Chocolate bingo.**

MINUTES APPROVED BY:

Head Teacher: _____ Date: _____

Chairperson: _____ (FOD)

Secretary: _____ (FOD)

