

Bushy Hill Friends Association of Bushy (FAB) Extrodinary General Meeting – 20th October 2016



Time: 7.30pm - 9.00pm

Reg. Charity No 1004186

Place: Horse & Groom, Merrow

Present

Michele Wright, Vice Chair
Jane Thackstone, Treasurer
Fiona Millard

Louisa Dormer, Head
Steph Friend-Smith, Staff Rep
Helen Dorkings
Tracy Coates

Alexandra Mazur
Madhu Jacob
Julie Stroschio
Dawn Westlake

ITEM	DESCRIPTION (Actions highlighted in red)																																																								
1.	<p>Welcome and apologies Michele welcomed everyone to the meeting, and introductions were made. See above for attendees.</p>																																																								
2.	<p>Q&A Session Michele lead a question and answer session for potential new committee members to ask any questions they had of the existing core/wider committee. Various topics were discussed, covering both what the core committee roles involve and how this has worked with individual event coordinators. Michele stressed that the new committee can manage the roles and run events differently should they choose. Michele, Jane and Fiona all offered to provide support to the new committee.</p>																																																								
3.	<p>Election Alexandra Mazur was proposed as co-chair by Madhu Jacob and seconded by Fiona Millard. Jane Gigg was proposed as co-chair by Michele Wright and seconded by Dawn Westlake. Madhu Jacob was proposed as deputy chair by Julie Stroschio and seconded by Jane Thackstone. Julie Stroschio was proposed as treasurer by Dawn Westlake and seconded by Fiona Millard. Dawn Westlake was proposed as secretary by Michel Wright and seconded by Fiona Millard.</p>																																																								
4.	<p>Event Planner Green forms update Fiona Millard gave a summary of the number of volunteers so far for autumn term events:</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>EVENT</th> <th>NO. REQUIRED</th> <th>VOLUNTEERS</th> </tr> </thead> <tbody> <tr> <td>Thurs 3rd Nov</td> <td>Fireworks setup after lunch</td> <td></td> <td>4</td> </tr> <tr> <td>Thurs 3rd Nov</td> <td>Fireworks setup 3:15</td> <td></td> <td>3</td> </tr> <tr> <td>Thurs 3rd Nov</td> <td>Fireworks refreshments & glostick selling</td> <td>18-25</td> <td>18</td> </tr> <tr> <td>Thurs 3rd Nov</td> <td>Fireworks clearup</td> <td></td> <td>7</td> </tr> <tr> <td>Thurs 1st Dec</td> <td>Disco Years 3&4</td> <td>6</td> <td>7</td> </tr> <tr> <td>Thurs 1st Dec</td> <td>Disco Years 5&6</td> <td>6</td> <td>7</td> </tr> <tr> <td>Fri 2nd Dec</td> <td>Hamper packing</td> <td>10</td> <td>11</td> </tr> <tr> <td>Tues 6th Dec</td> <td>Presents for Parents 11:30-1:15 setup and sell</td> <td>12</td> <td>10</td> </tr> <tr> <td>Wed 7th Dec</td> <td>Presents for Parents 11:30-1:15 setup and sell</td> <td>12</td> <td>6</td> </tr> <tr> <td>Thurs 8th Dec</td> <td>Presents for Parents 11:30-1:15 setup and sell</td> <td>12</td> <td>6</td> </tr> <tr> <td>Wed 14th Dec</td> <td>Christmas production refreshments & raffle</td> <td>6</td> <td>6</td> </tr> <tr> <td>Thurs 15th Dec</td> <td>Christmas production refreshments & raffle</td> <td>6</td> <td>4</td> </tr> <tr> <td>Mon 19th Dec</td> <td>Carol concert refreshments</td> <td></td> <td>8</td> </tr> </tbody> </table> <p>Whilst a few more helpers with fireworks would be welcomed, and more help is definitely needed for P4P the green forms and requests from class reps have found sufficient help for most events. Actions: Fiona / Gaby to request more help for P4P sales closer to the sales dates.</p> <p>Year 6 Leavers Fiona Millard updated FAB on progress. Several year 6 parents have offered to help with the leavers event, hoodies and year book and an initial meeting has been arranged tomorrow night. It was agreed that FAB would donate £200. The team planning the leavers' events can use this £200 fund as they judge best. Actions: Year 6 team to provide regular updates to FAB on progress.</p>	DATE	EVENT	NO. REQUIRED	VOLUNTEERS	Thurs 3 rd Nov	Fireworks setup after lunch		4	Thurs 3 rd Nov	Fireworks setup 3:15		3	Thurs 3 rd Nov	Fireworks refreshments & glostick selling	18-25	18	Thurs 3 rd Nov	Fireworks clearup		7	Thurs 1 st Dec	Disco Years 3&4	6	7	Thurs 1 st Dec	Disco Years 5&6	6	7	Fri 2 nd Dec	Hamper packing	10	11	Tues 6 th Dec	Presents for Parents 11:30-1:15 setup and sell	12	10	Wed 7 th Dec	Presents for Parents 11:30-1:15 setup and sell	12	6	Thurs 8 th Dec	Presents for Parents 11:30-1:15 setup and sell	12	6	Wed 14 th Dec	Christmas production refreshments & raffle	6	6	Thurs 15 th Dec	Christmas production refreshments & raffle	6	4	Mon 19 th Dec	Carol concert refreshments		8
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	<p>Fireworks Extravaganza – Thursday 3rd November</p> <p>Fiona Millard summarised the preparations so far for this event. The fireworks firm and St John ambulance has been booked. Bookers stock and glowsticks purchased. Mrs Dormer confirmed that Mr Danson would be returning as compere and that teachers will be supporting the event. Actions: Fiona to continue preparing for this event.</p> <p>Presents for Parents – Tues 6th, Wed 7th and Thurs 8th December</p> <p>Gaby Ottey has taken over as coordinator this year from Jeannette Middleton. It was explained how at this event FAB buys various presents suitable for parents, family and friends and pre-wraps them. The children then bring money into school and buy presents during lunchtimes. Each year has a separate shopping time. The children love this event. Michele Wright passed on an update from Gaby; she has bought stock except for chocolates and has wrapped much of this. Gaby has recruited help with wrapping the remainder. Actions: Gaby to continue preparing for this event.</p> <p>Christmas Cards</p> <p>Shelly Grainger has arranged Christmas card printing and Steph Friend-Smith for the teachers to include this in an art lesson again this year, The children have brought home their designs letters today. Designs are to be completed over half term and returned to school for parents to order online.</p> <p>Spring and Summer Term Events</p> <p>For the benefit of the year 3 parents a summary of events held last spring and summer terms was given. These included: Easter fun run with chocolate raffle, cakes and 2nd hand uniform sale; valentine's cake sale; quiz night; film night; barn dance; ice cream sales; sports day refreshments; cake & uniform sales. Michele repeated that the new committee do not have to repeat previous events and should encourage volunteers to coordinate individual events. The new committee should not be expected to arrange all the events themselves.</p>
5.	<p>Handover</p> <p>Michele Wright suggested the new committee arrange to get together themselves first, and they then each contact their counterpart on the old committee to arrange handovers. The new committee could then arrange a wider meeting. Jo Rowland joined the meeting to thank Michele, Jane and Fiona for their help on FAB core committee. Fiona thanked the new committee for taking up the reins. Actions: Fiona to share email addresses of old and new committee and pass on PTA UK handover summary.</p>
6.	<p>Any Other Business</p> <p>Date of next meeting: To be confirmed. The meeting closed at 9:00.</p>

Fiona Millard (richardandfiona@ntlworld.com)