

FROGS MEETING

MINUTES TAKEN BY: Tracey Bird		DATE OF MEETING: 30th October 2017	
VENUE: Grovelands School – Sandy Lane Hall			
PERSONS PRESENT: Tracey Bird – Chair (TB) Cassandra Rock Rees – Chair (CR) Tracey Malik – Chair (TM) Imran Malik – Chair (IM) Melanie Reynard – Vice Chair – MR Anita Trainor – Treasurer – (AT) Tani Guerni Tamsyn Pike Gemma Thompson Melody Erb Imelda Bnbury Hannah Rogan Claire Treliving Paul Elliott Andi Johnston Janet Poole Faye Rose Rukaiya Mohideau Tanbya Quddus Kirstie Sedman Nataslie Ash Sharon Peaker Jodie Standbrook Ali McConnachie Gemma Woodroffe		DISTRIBUTION LIST: All present Grovelands Website FROGS Facebook group APOLOGIES: Paulette McGahon – Treasurer (PM) Jane Grist Fiona Mclellan Mrs Chadda	
No	Item	To be actioned by	Date Completed
	Meeting opened 8.17pm		
1.0	<u>Welcome</u> Tracey B opened the meeting and welcomed everybody.		
2.0	<u>Halloween Disco</u> Music – Cassandra will provide the playlist for the disco. Decorations – all in cupboard from last year, to be pulled out beforehand. Check if lights are still up in hall. Squash – Tracey B to buy squash. Cups – Cassandra to buy cups. Cakes – donation day for cakes is Wednesday 30 th October from all	CR CR/TB TB CR CT/TB	

FROGS MEETING

	<p>year groups. Reminder to be sent out.</p> <p>Glow Sticks – Tracey B to source.</p> <p>Volunteers – We have enough volunteers for the event. Mrs Chadda advised we will have teachers available to check the children in and out and Mrs Coleman and herself will be available throughout.</p> <p>An email reminder to be sent out from school with information on drop off and pick up.</p> <p>3.0 <u>New Committee Handover</u></p> <p>Tracey B confirmed that the current committee will step down as of 3rd November and introduced the new committee members. Tracey and Imran Malik as Chairs, Melanie Reynard as vice chair, Anita Trainor as Treasurer and Tracey Bird as Secretary. (Round of applause was given!). Tracey M and Imran thanked everybody for their support and advised that a new suggestion box has been placed in the reception area of the office for people to volunteer for events and make any suggestions for fundraising or ways to help us help the school.</p> <p>Imran informed us that FROGS could possibly claim Gift aid for monies raised. Anyone wanting to do so will need to sign a consent form which will enable us to claim back 25p from every £1. This can also be backdated for the past four years and all future donations. The consent form only needs to be signed once. It was suggested that the forms be put in with the new starter packs when children join the school. Cassandra advised to look into how we store the information with regards to Data Protection.</p> <p>Tracey M informed us that they have had donations from Tesco (£40) and Morrisons (£20) so far and they have also approached Sainsburys, Morrisons HSBC and Barclays.</p> <p>Imran thinks banks will match what is raised at an event their employees help with. This needs some investigating. Notice to go out to all parents/carers asking who works in a bank to enquire if this is the case with their employer.</p> <p>4.0 <u>Cake Sale / Fire Brigade</u></p> <p>Tracey M advised that we have a fire engine coming after school on Friday 3rd November. It will be in the playground and the firefighters will be giving information on firework safety to tie in with bonfire night and interacting with the children. However, should there be a call out, the brigade might not come or may need to leave early.</p>	<p>TB</p> <p>CR</p> <p>IM</p> <p>TM/IM</p> <p>IM</p>	
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FROGS MEETING

<p>5.0</p> <p>6.0</p> <p>7.0</p>	<p>FROGS will be selling cakes leftover from the Halloween disco and marshmallow cones that have been made. Prices will range from 50p to £1.</p> <p><u>Christmas Shopping Evening</u></p> <p>Tracey B confirmed that the Christmas Shopping evening will be going ahead again this year. Date is confirmed as Thursday 23rd November. Last years event ran from 7-10pm and it was too long so this year will be 2 hours to encourage a 'rush' and will be 8-10pm.</p> <p>Volunteers are needed to run the bar and Gemma Woodroffe, Ali McConnachie, Hannah Rogan, Jodie Stanbrook, Imelda Banbury, Natalie Ash and Kirstie Sedman have volunteered, thank you.</p> <p>Flyers to be produced and circulated to local roads and advertising to be placed on local Facebook sites.</p> <p><u>Quiz & Curry Night</u></p> <p>A quiz and curry night has been suggested for Friday 1st December at 8pm.</p> <p>Melanie advised there is a local company that will provide the curry and other dishes and deliver for £6 a head. This has been provisionally booked and numbers to be confirmed 48 hours prior to event.</p> <p>Tickets to go out in book bags once date confirmed.</p> <p>We need volunteers for the following areas:</p> <ul style="list-style-type: none"> • Bar staff • Making the quiz – Hannah Rogan & Imelda Banbury have volunteered – thank you • Compare and quiz master <p><u>Christmas Fair</u></p> <p>The date for the Christmas fair is confirmed as either the 9th or 16th December. FROGS committee to meet with Beth Chadda tomorrow to confirm. UPDATE 3/11/17 – This is now confirmed as 16th December.</p> <p>Time confirmed is 12.00 – 2.30pm although the Grotto and bar will continue until later.</p> <p>Cassandra advised that raffle tickets take approx. two weeks to arrive with express delivery so best to get the top three to four prizes confirmed so we can get them ordered and circulated early.</p>	<p>GW/AM/ HR/JS/IB NA/KS</p> <p>MR</p> <p>MR</p> <p>MR</p> <p>TB/MR</p> <p>HR/IB</p> <p>TM/IM/MR/ TB</p> <p>TM/IM</p>	
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FROGS MEETING

<p>Tracey B to ask Fiona M if she would like to source raffle donations again as did a great job with it last year. It is a big job so may require a team of people.</p>	TB	
<p>It was discussed wether to limit the prizes to twenty, as in previous years we had forty and it all got a bit much. Any extra prizes we could use for other things within the fair or for other events as long as donators were advised of this.</p>		
<p>Cassandra advised there is a nationwide raffle running through pta.org and will send the details over to Tracey M.</p>	CR	
<p><u>Stalls</u> It was discussed what stalls to have this year and decided best to look at what stalls ran last year and their profits before confirming. Tracey B to ask Paulette.</p>	TB/PM	
<p>Suggestions are: Hook a bauble Hook a cracker Christmas cracker stall was popular - Natalie Ash/Jayne Beale volunteered Toy tombola Grotto Guess the name of the reindeer, can team up with another stall Tinsel pull – big box with tinsel in holes and long tinsel pulled wins prize</p>	NA/JB	
<p>Other ideas were to have white chocolate balls to sell as snowman poo, reindeer food, elf dust.</p>		
<p>Each class or year group to be allocated a stall and teachers too.</p>		
<p>Grotto – this is a big job and will need a lot of help so won't be allocated to a class but whoever is available to set up the night before and help run on the day. We need two Santa's and an elf or two. Can we ask Jayne Beale if her husband would like to do it again and Agatha Weschta as an elf as she is so good at it! We would welcome other elf volunteers too.</p>	TM/IM	
<p>Food – This is another big job to organize so will be all hands on deck to organize and run. Concerns were made as to if the kitchen will be up and running in time. Anita T advised it is due to be finished in three weeks. If not, we can manage by doing hot dogs on the mobile hob.</p>	TM/IM	

FROGS MEETING

<p>8.0</p>	<p>The committee would like ideas or suggestions for stalls and they will then be decided and communicated on Friday 10th November. It was suggested that years 5 and 6 might like to run their own stalls this year. Tracey and Imran to follow up with this.</p> <p>The choir usually open the fair, Tracey M suggested a second performance later on too so everybody can see them and create a Christmas feel. TM to speak to Miss Forsey.</p> <p><u>AOB</u></p> <p><u>APFS</u></p> <p>Claire Treliving advised that APFS Christmas cards collection date is 16th November. We need to confirm who will be producing the artwork with the children. It is a new online system this year which should be a lot easier to follow. Parents will be given a code to view their childs artwork online and then purchase if they want to. Tracey M to speak to Beth at meeting tomorrow.</p> <p><u>Class Reps</u></p> <p>Tracey B updated on the class reps so far:</p> <p>Nursery: Bears AM – Faye Rose & Tracey Bird Bears PM –</p> <p>Reception: Squirrels – Fiona Mclellan Joanna Otters – Flavia Richards, Kelly Sehgal, Melanie Reynard & Laura Hendry Badgers – Gemma Thompson, Francesca Pounds & Rachel Avison</p> <p>Year 1: Flamingos – Gemma Woodroffe & Hannah Rogan Swans – Zoe Brooker & Kirsty Love</p> <p>Year 2: Dolphins – Tracey Bird, Faye Rose and Fiona Mclellan Seals – Jayne Beale and Natalie Ash</p> <p>Year 3 Giraffes – Paulette McGahan & Jane Grist Zebras – Antelopes – Nicki Burn and Kirstie Sedman</p>	<p>TM/IM</p> <p>TM</p> <p>TM</p>	
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FROGS MEETING

Year 4:

Panthers – Claire Treliving & Nicola Armao

Leopards – Andi Johnston & Laure Ashley

Year 5:

Eagles –

Kestrels – Anita Trainor

It was suggested that we have two students from each class as class reps for years 5 and 6 to encourage parents help. School to send an email to parents. Tracey B to continue with this. Tracey B advised a Facebook group has been set up for class reps so a filter system will be in place to get info from committee to reps to parents online easily. This will go live next week.

It was also suggested we have two staff reps as a point of contact and teachers to be on rotation for meetings.

Supporting Denzel

Natalie Ash raised how we can support and fundraise for Denzel in Seals class. He is very poorly and a Gofundme link has already been posted within FROGS Facebook group to raise money. Tracey M informed us that the school are very much on board with fundraising for Denzel and would welcome any ideas we have.

Suggestions:

- mufti day in his favourite colour and then sending him a photo of his class all in that colour
- sponsored walk/run
- running club to be sponsored
- sponsored netball or football match
- donations from Christmas concerts
- car wash at school

The mufti day in his favourite colour was very popular and an easy way to raise money that would all directly go to Denzel.

Imran advised that FROGS are not able to fundraise for an individual as our license is to fundraise for the school but we will support and help the school in anyway we can with their efforts.

TB

FROGS MEETING

9.0	<p><u>NEXT MEETING</u></p> <p>To be advised.</p> <p><u>CLOSE</u></p> <p>Tracey B closed the meeting and thanked everybody for coming. Meeting closed – 9.28pm</p>		
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