



## **Friends of Almond Hill 'FOAH' Meeting - Monday 11<sup>th</sup> September 2023 at 6.00pm**

**Present :** Pam Viljoen, Clare Matthews, Rachel Harrington, Caroline Hornby, Emma Fordham, Diane Cawthorn, Sophie Humphreys, Katie Pickin,

**Introductions to everyone in the meeting and welcome to all new members. New committee members (and helpers for events) always welcome.**

**Bank Mandate :** This is currently being sorted. PV has requested the treasurer's mobile number for the bank's security purposes.

**DBS Checks :** DC confirmed these need to be undertaken for main committee roles, so will send information to PV and CM to get this completed.

**Penny Jars :** the new committee have decided not to go ahead with this. Instead, they will aim for someone from FOAH to be present at all events (FOAH and school run) and ask for donations. The card machine can be used for this. CM/SH will design a FOAH banner for advertising. All school run events for this half term are now on the calendar on the website, Christmas dates to be added once finalized.

**Ice Cream Fridays :** this worked really well. PV wanted to give credit to the year 6 helpers.

**Class Reps :** it was suggested that FOAH have a child rep from each class, to help at events and also be a liaison between FOAH and the rest of the children to provide feedback and find out what events they would like considered in future.

**Manual of Events :** CM is in the process of writing this up, it's a work in progress and is saved on a google drive.

**FOAH Email :** CM monitors this regularly.

**Stock Take :** PV and CM will set aside some time to come in to school to check what's in the shed/cupboard.

**Halloween Disco :** the only date available with the company is Wednesday 18<sup>th</sup> October. EF to check with staff to ensure there is enough help available (now confirmed). FOAH to provide refreshments and supervise the dining room and staff will supervise the drop off, hall and collection. DC can help with tech needed but FOAH will need to arrange access to a Spotify account. With plenty of notice the caretaker could PAT test small items e.g. disco lights.

**Sweet Jars :** CM to organize the jars. DC will organize the admin in school. FOAH are keen to be eco-friendly so parents could be asked to return jars so they can be reused.

**Christmas Cards :** CM has started to sort this and will drop into school this week. Deadline for designs will be by half term.

**Christmas Present Room :** Friday 8<sup>th</sup> December (in the hall). PV will lead on this.

**Movie Nights :** discussed and agreed not to be held this term. Will revisit later in term for spring.

**Ideas for funds to be raised for :** year 6 leaver's hoodies, computers, indoor and outdoor play equipment.

**Next meetings :** Monday 2<sup>nd</sup> October, Monday 6<sup>th</sup> November and Monday 4<sup>th</sup> December 6.00pm (on TEAMS)