**MINUTES: Friends of Heywood – Committee Meeting**

*7.30pm, Wednesday 16th January 2019, The Methuen Arms, Corsham*

**In attendance:**

AC, AJ, RA, KW, TOC, HC, BAA, CB, GA, BRH

Apologies:

MP, KR, AB, MF, NR, MB

**Proceedings:**

**1. Welcome and introductions**

AC chaired the meeting and welcomed those in attendance.

**2. Christmas Debrief**

Hampers;

- 892 tickets sold, made £240 profit after expenses. Committee agreed the hampers and the cost was good and doesn’t to be higher.

- Agreed that Allington works well as the supplier and liked that they are local

- There was positive feedback on the presentation of the hampers and the marquee and it was agreed that one week of selling worked better than two.

- RA suggested that a school event would be better to draw the raffle at. TOC suggested drawing it on the gravel after church on the last day.

Grotto;

- Agreed set up time and pack up time was sufficient and general feedback was positive.

- TOC stated school feedback was positive and that the grotto in 2019 will be on the last Thursday of term. (12th December)

- KW said that there was some disappointment that presents weren’t the same as previous years, but committee agreed that in order to make not charging parents feasible, costs should be kept to a minimum. It was also noted that those who had been part of previous years stated that the present selecting, buying and wrapping was very labour intensive, and agreed that the experience was more important than the gift.

- AJ suggested that the gifts for those with special dietary requirements should be more equivalent to the gift for those without if done in future.

- CB suggested we could use her contacts to source small Christmas trees as gifts, so as to negate allergy issues arising from foods. Committee agreed this could be a good alternative.

**3. Upcoming Events**

a) Quiz Night

- 14th March confirmed as suitable date. AJ confirmed that MF had spoken with Jonny Gould who said he would be happy to host the night so long as no bookings elsewhere.

- A subcommittee has been set up including AC, KW, AJ. Meeting date to be confirmed.

- AC suggested using Corsham Town Hall as a venue, as the event sold out last year and this venue would provide more space. AC will look into this as an option.

- KW suggested broadening the drinks selection available on the night to include Prosecco and Ale / Cider. It was raised that there was a lot of cheese left over last year and that perhaps serving canapés would be a better option. Committee will enquire as to whether Kevin/Dan (school caterers) can provide this?

*NOTE: Following the meeting we have scheduled a meeting for those that want to help organise the quiz night on Tuesday 5th February.*

b.) Summer Fun

* TOC said that the Summer Fun event would be on Friday the 5th July (the Friday before the end of term).
* The Committee agreed that mufti-day worked well last year and TOC is going to check if this is ok with school.
* A subcommittee is to be set up headed by RA & KW. AJ is to hand over the FOH folder from last year with Summer Fun information and contacts in it. A subcommittee meeting date is to be confirmed.

c.) End of Year Social

* The Committee agreed that it may be a good idea to avoid a clash with this year’s planned Biddstock event.
* Committee agreed that FOH would not need access to the school marquee this year.
* Committee agreed that organizing a parents’ social event earlier in the summer term may be a good idea, when it’s less busy.
* A subcommittee headed by GA and AC is to be set up to discuss further. Meeting date to be confirmed.

**4. Fundraising**

* AC asked TOC to update the Committee re progress of the play equipment that is being purchased the 2018 fundraising. TOC confirmed that quotes were in progress of being sought.
* TOC stated that FOH is funding the maths activity day on the 24th January.
* TOC agreed to ask for teacher suggestions at next staff meeting and suggested that FOH investment in Forest School would be good. The Committee agreed.
* RA suggested potentially having a shortlist of fundraising spend ideas that the children could vote on. Committee will consider this option when the above mentioned teacher suggestions come forward.
* RA & KW to look into potential Year 6 options for FOH and will report back at the next meeting after asking the current Year 6 parents.
* RA suggested a potential family event at Castle Combe and will research options. The Committee agreed that this may work well.

**5. Next Meeting**

The next meeting will be a full Committee meeting on Wednesday 27th February at 7.00pm at the Methuen Arms, Corsham

**6. AOB**

AC and AJ spoke to Mrs Mitchell about the Valentines Disco and it should be noted that Mrs Mitchell is happy to support FOH events including the Valentines Disco, therefore this should be considered for future years - this has clearly been a misunderstanding.

AC thanked all and the meeting was closed.

ENDS.