

Friends of Middleton School (FoMS)

Middleton School, Walnut Tree Walk, Ware, Herts, SG12 9PD

Charity Number: 1024163

Minutes of the FoMS meeting

Held on Tuesday 19th March 2019 at 9.30am at the school

In Attendance

<i>Trustees</i>	Michelle Smith (Chair) MS	<i>Number of Members Present</i>
	Diane Hart (Treasurer) DH	7

Item	Discussion and Action	Who/When
1	Apologies from Trustees Donna Jolly (Headteacher) DJ Sharron Graffato (Secretary) SG	
2	Approval/Matters arising from previous minutes None	
3	Formal Business (including financial statement) <ul style="list-style-type: none"> Bank balance stands at £8674.74 – this does not include donations from the sponsored walk last Friday (amount raised to be confirmed when all sponsor monies are in). Not being equally shared between comic relief and FOMS as some parents wanted all of their contribution to go to FOMS Diane Hart (Treasurer) had been advised by one of the school governors who is an auditor regarding the FOMS set up as follows; <ul style="list-style-type: none"> revise our constitution to reflect our existing profile change our charity year end to the school financial year end (31st March). It is currently 31st August change Sharron Graffato from secretary to trustee adopt a parent as the new secretary (we have had one proposal) adopt a member of the school staff as assistant treasurer <p>These changes will need to be ratified at our AGM which will need to be held annually in April/May (shortly after the year end)</p>	
4	General Discussion <ul style="list-style-type: none"> DH shared that the summerhouse was almost ready for occupation and thanked parents for their efforts in fundraising and painting etc. The £10000 from MJ's franchise company had been received and spent – thank you check with SG regarding expenditure of the money from tokens received from Tesco and update CR confirmed she has provisionally booked a couple of dates for the till collection at Tesco, Brookfield Farm – Sat 6th July or Sunday 7th July. Discussed which day would be best – likely the Sunday as this is their busiest day. T shirts are being investigated by SG. Parents suggested we could have a FOMS logo and charity number on the T shirt – DH to ask SG to enquire CR reminded us that she had a quiz ready to go and we would therefore discuss a date for this at our next meeting (AGM) The question was asked about timings of the meetings and whether we could find a time that would enable more parents to attend – SA said she would put 	DH Next Meeting DH Next Meeting SA/DH

	<p>together a questionnaire to circulate – it could be that we vary the times to capture more parents – SA will email a draft to DH for her to distribute</p> <ul style="list-style-type: none">• Parents were keen to produce a newsletter and publish this on the website along with the minutes. DH did point out that fundraising stuff would be duplicated to a degree but parents felt most people would rather read a newsletter than minutes. SA said she would be willing to administer the newsletter. This would be sent to the school to check and publish• Fundraising focus was discussed – minibuses now to be very much a focus as our old 17 seater costing more to maintain and will need replacing. MJ said that his company only kept minibuses for a year and then sold them on – will keep an eye out for a good one for us	
	<p>Meeting finished at 10:30am Next meeting date (AGM) to be advised</p>	