

TOPs Meeting

Date: 13/09/2023

Time: 2.15pm

Present: Bernadette L., Kelly V., Cristina D., Leighanne S.

Apologies: Alice K., Emma P., Lucy I., Carly H.

Agenda:

- Welcome!
 - Financial Update
 - Donation Decisions
 - Event before Handover
 - AGM date
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- **Welcome!:** Bernadette welcomed everyone to the meeting.
- **Financial Update:** Current balance £6,484. A very healthy balance and an agreement that the money should be distributed to school as there was minimal pay outs given/requested by school last year so some money has been sitting in the account for a while.
- **Donation Decisions:** We are pleased that the school have made multiple requests for funding so discussion took place on the amounts to be distributed. The Life Bus subscription has already been approved and we have now received the invoice. The amount for this is £1,460. We will pay £1,250 towards the History Days, £725 towards the Panto cost, £1,000 towards EYFS equipment, £1,000 towards the NEST room and £350 towards the Young Voices trip. This most likely covers most of the donation requests for this academic year so gives the next committee time to raise funds for future requests.
- **Event before Handover:** Previous plan was to hold a Macmillan coffee morning. This is also a good social event to introduce new members to TOPs. School have approached us and asked if we can support them as they are holding a coffee morning in school so we have agreed to pool our resources and help with the school event. They have asked if we can help advertise for cake donations.
- **AGM Date:** This will be held on Wednesday October 18th at 2pm in the meeting room in school reception. The studio is not available on this day.

Actions:

- Follow up on donation to School Fair singer. Cristina/Kelly to find out charity details.
- Pay Life Bus invoice- Kelly
- Email school donation figures- Bernadette
- Advertise AGM and encourage parents to get involved- Bernadette & All!