

TOPs Meeting

Date: 24/09/2021

Time: 09.30

Present: Julie W., Bernadette L., Fiona B., Sophie S., Gayle P., Alice K.

Apologies: Rachel R., Faye B., Emma B., Amanda W.,

Agenda

- Welcome!
 - Financial Update
 - School fayre Feedback
 - Macmillan Coffee Morning
 - AGM
 - AOB
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Minutes

- **Welcome!:** Julie welcomed everyone to the meeting. Great to see a new face at the meeting too!
- **Financial Update:** Current bank balance £5161.39 plus £50 in petty cash. All new transactions and cash from the School Fair have been accounted for.
- **School Fayre Feedback:** Everyone agreed the fair was a huge success and raised over £3,000! After expenses this left a profit of £2219.11. Fiona gave us a breakdown of what each stall had raised and what was most popular. Some discussion took place on how we should allocate the money among the different key stages fairly. A request had come from the school to fund the recent educational bus visit. This decision was pending on the results of the fair and it was agreed we could now pay this. Acknowledgement was given to the huge effort made by all the volunteers who helped with the fair on the day and this will be reflected in the upcoming newsletter.
- **Macmillan Coffee Morning:** Options were discussed for a fundraising coffee morning and it was decided that combining it with sports day on the 30th would make sense as parents would be staying on site. Permission sought and received from school within meeting.
- **AGM:** Date agreed for next meeting which will be our annual general meeting. This will take place on the 15th Oct. The current roles were discussed and the need for new roles to accommodate the progression of TOPs and the size of the school community.
- **AOB:** Attendees discussed some ideas for the upcoming term. It was decided that a harvest theme event would be nice and although previous events have not raised much money, the children and parents really enjoyed the displays. We agreed we could plan a low-cost display which we could combine with a collection for the food bank. Previous collections have been popular among the school community.
- Thank you to all!

Previous Actions: All Completed

- Ask school if we can have one of the recycling bins in the playground for pizza boxes (Bernadette).
- Cheque for £200 to be issued to school for purchasing reading books. Miss Johnstone the teacher responsible (Fiona).
- Contact Banana Brains Funshows to check if they need electric supply (Bernadette).
- Check PA system for electric supply/battery (Bernadette/Julie).
- Contact Rock Steady to do a promotional stand/ provide acoustic music (Bernadette).
- Follow up with parents for stalls (Bernadette).

Actions:

- Pay for Educational School Bus (Fiona).
- Finalise volunteers for Macmillan event (Julie, Bernadette).
- Complete full financial report for AGM (Fiona).
- Create Newsletter for this term (Julie, Bernadette).
- Email school to discuss their requests for funding (Julie, Bernadette).
- Create promotional material to advertise AGM (Bernadette).