

Attendees

Carly Hooton (CH,) Bernadette Leather (BL), Debs Turner (DT), Emma Penn (EP), Gayle Paterson (GP), Cristina Dida (CD), Alice Kingston (AK), Lucy Italiano (LI), Tamla Bryan (TB)

Apologies

Fiona Banks (FB), Debbie Elsom (DE), Kelly Vine (KV)

Chair's Report

FB and DE were unable to attend the meeting to chair. FB was happy for the meeting to proceed, with AK and CH acting in her place.

AK read aloud the Chair's Report forwarded from FB

Finance Report

Starting Balance

3461.39

Income

4158.83

Outgoings

4977.98

Balance Today

2642.24

Some outstanding costs and refunds pending due to cancellation of September fair.

Refunds - approx £50 of refunds outstanding (to be carried over to the next date or counted as a donation)

Outstanding money broken down - £12.50 extra held in the cash box

£34.47 - through SUM UP (small charge taken by SUM UP for transactions)

Bouncy Castle company have issued a credit note to the same value for use at a future event.

David Wilson 250 donation still be received once new date confirmed. This will cover the expenses of prizes purchased.

Nominations for new committee

FB, DE and AK stood down from their roles in the 21/22 committee

Nominations for 22/23 Committee

Chair – BL nominated – elected

Vice Chair – AK nominated – elected

Treasurer – CH nominated - elected

KV nominated
Secretary – No Nominations – TBC
Class Reps - Reception CD
Year 1 AK
Year 2 CH
Year 3 EP
Year 4 LI
Year 5 KV
Year 6 DT

Social Media Role to be covered by core committee and class reps

It was agreed that future meetings would be held at the school, but some meetings will be held in the evening in a community building (such as a pub) to enable a wider range of TOPs members to attend.

Constitution / Trustees

It was agreed that a full and updated version of the constitution be ratified, and uploaded to the school website to ensure full transparency and clarification of all regulations and rules for future committees, ensuring ease of handover etc.

A review of trustees to be actioned. Emma Barrow has requested that she be removed as a trustee.

Food bank Friday/Harvest Collection

Food bank collection to be made Thursday and Friday of this week, to collect a harvest donation to the Foodbank

Upcoming Fundraising ideas

A raffle to be held after the half term- possible for children in need (18 November), with an additional bake sale included. Proceeds of raffle to TOPs and the bake sale to the chosen charity. Raffle prize to be the unused hamper from the Summer Fayre.

Christmas Disco

A possible disco to be held before the Christmas break

Actions

BL to email school, re 8 November for meeting in studio

BL create newsletter for notices

BL create Harvest food bank request

BL & AK to have a meeting with Mr C (possibly w/c 7th November) to run through expectations for the year ahead

CH to add finance documents to the One Drive

Update of constitution and forward to school

Check regulation and update list of trustees with Charity Commission