

TOPs Meeting

Date: 02/02/2023

Time: 7.00pm

Present: Bernadette L., Alice K., Kelly V., Sarah C., Cristina D., Melanie C., Carly H.

Apologies: Gayle P., Emma P., Lucy I.

Agenda:

- Welcome!
 - Financial Update
 - Trustee Positions
 - Upcoming Events
 - School Uniform Sale/swap
 - Next Meeting
 - AOB
-

- **Welcome!:** Bernadette welcomed everyone to the meeting.
- **Financial Update:** Current balance £5783.65. Still awaiting invoice from tea towel company and £80 to be paid to EYFS from Nativity fundraising.
- **Trustee Positions:** Officers have been doing some research on the legalities of these positions. Trustee positions should have been voted in at the AGM but this was not completed as required. All Officers must be Trustees. Some further research will be undertaken and the required documentation completed.
- **Upcoming Events:** Discussion held on ideas for upcoming events. Suggestion to keep the same format as last year for Mothers' Day with a craft activity for KS1 and a shop for KS2. Craft activity to be kept simple due to time restraints.

Suggested craft activity for Easter to go out but awaiting discussion with school on how best to run this.

Decision made on date for the Summer Fair. Two dates suggested by School and a preference for the Fair to take place on a Friday after school. Date chosen: Friday July 14th.
- **School uniform sale/swap:** Suggestion made to run a uniform swap/donation stall. Volunteers needed to sort the significant amount of uniform in school. Dates and volunteers to be confirmed. To be discussed at next meeting.
- **Next Meeting:** Tuesday 21st February at 2pm.
- **AOB:** Bernadette and Alice will meet with Mr. Charteris on 6th Feb and discuss options for events.
- Thank you to all!

Actions:

- Pay £80 to EYFS (Carly)
- Complete documentation (Bernadette and Alice)