

FRIENDS OF HILL TOP
Minutes of an inquorate meeting held on Monday 13 October 2014
(7pm, Ashby Hill Top School)

Present: Claire Boden (CBn) (Chair)
Catherine Booton (CBoo) (Treasurer)
Diane Mullan (DM) (President and Head Teacher)
Laura Quinton (LQ) (Vice Chair)
Helen Stokes (HS) (Secretary)

Item		Action
1.	Apologies	
1.1	Apologies were received from Tansey Barber, Vicky Cornfield and Jodie Edwards.	
2.	Minutes and Matters Arising	
	The minutes of the meeting held on 15 September 2014 were agreed as a correct record. It was agreed to buy a thankyou gift for Matthew Proctor, in recognition of his work as FOHT's outgoing Treasurer.	CBoo /CBn
3.	2014-15 Events to date	
3.1	Beetle Drive – Thursday 2 October 2014 – 41 tickets had been sold for this successful event, which had generated an overall profit of £115.12 (NB only minimal outlay had been required). Feedback from the event had been very positive.	
4.	Photos of FOHT Members	
	HS agreed to print the photographs of FOHT members and pass them to DM for laminating and display at School (to raise FOHT's profile).	HS/DM
5.	Christmas Tea Towels	
	CBn showed the design agreed with DM, and advised that 2 tea towels would be produced; 1 showing key stage 1 children and the other showing key stage 2 children. Following discussion, it was agreed to purchase 200 of each design, to be sold at approximately £4 each (the unit cost price being £2). A letter would be sent to all families explaining the process for producing the tea towels and providing an opt-in slip to be returned to the School. In terms of timing, the artwork for the tea towels (which would include the first name of the child) would be sent to the printers by 31 October 2014, with the tea towels expected to be available in early December 2014.	DM
6.	Forthcoming Events 2014-15	
6.1	Chocolate Bingo – Friday 28 November 2014 (6.30pm at School, doors open at 6pm) – CBn and LQ agreed to buy the 15 prizes required, working to a budget of £45 at the most (whilst still retaining the required quality). A letter would be issued to all families nearer the event and asking for bear in a bag donations. A refreshments table would be provided (donation based rather than a fixed price approach), in addition to the usual sweet stall.	HS
6.2	Winter Plant Sale – date to be confirmed – a letter would be issued this week to all families about the winter plant sale.	CBn
6.3	“Meet Santa” – mid December 2014 – it was agreed to hold 2 sessions to meet Santa in mid-December 2014, after School from 3.30pm – 4.30pm. Potential dates included 10 and 11 December 2014. CBoo agreed to purchase gifts for Santa to give to the children (£1 budget per gift, not books). A letter would be issued in November 2014 inviting parents to choose a slot to meet Santa (£2 per child). Members also discussed running a lucky dip/raffle at the meet Santa events.	CBoo
6.4	Christmas Non-Uniform Day – Friday 19 December 2014 (last day of term) – donations would be collected on the day by FOHT members.	

7.	<p>Treasurer's Report CBoo tabled a new format Treasurer's report, which would be discussed at each meeting. Once pre-commitments were taken into account, FOHT available funds stood at £4679.76. Certain issues with the change in FOHT bank account signatories still needed to be resolved – this was underway but was taking some time due to Bank process issues. CBoo proposed that it would be good practice to have more than 2 authorised signatories – HS and JR were therefore agreed as additional signatories.</p>	CBoo/ HS/JR
8.	<p>Any Other Business</p> <p>8.1 FOHT Newsletter – it was agreed to issue a newsletter during November 2014, outlining the various FOHT events planned.</p> <p>8.2 Children in Need 14 November 2014 – FOHT members agreed to collect donations for the 'wear spots raise lots' event on Friday 14 November 2014 at School.</p> <p>8.3 Diary of Forthcoming Events (Spring term 2015) – the following broad timetable of future FOHT events was agreed for early 2015:-</p> <ul style="list-style-type: none"> • Friday 30 January 2015 – non-uniform day (January Jumper Day); • Friday 6 February 2015 – adult quiz evening, and • Thursday 12 March 2015 – Easter chocolate bingo. 	HS
9.	<p>Date of Next Meeting</p> <p>The next meeting would take place at School on Thursday 4 December 2014, starting at 7pm.</p>	

The meeting closed at 8pm