**The Friends of Rodmarton**

**Actions form Committee Meetings**

DH – Danielle Hookham

RB – Rachel Brennen

PC – Patricia Collins

KW – Kate Williams

TW – Tracey Wysocka

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Mtg | Action | Who | Date Due | Complete |
| 7/7/22 | Big Summer Lunch (BSL)  BBQ – DH to speak to Rob Tingle re what used last year | DH | 7.7.22 | Message sent |
|  | New parents – RB to confirm dates and times  Taster morning 4.7. 9-11 in playground at drop off  Story time 13.7. – KW/DH doing school uniform | RB  All | ASAP | X |
|  | Cheque no 742 – unsure what this is for but amount £1200 – PC to speak to PN to confirm if this is for Panto | PC | 21/7/22 |  |
|  | PC to pay invoices for dishwasher/hoodies | PC | 21/7/22 |  |
|  | PC to make payment for RGT winner’s donation to Tetbury Hospital | PC | 21/7/22 |  |
|  | Little Squirrels – Need to discuss with potential parents that might be interested in joining a rota for weekly/fortnightly sessions moving forward | DH/KW | July 2022 |  |
|  | School Wish List – Need meeting with Mrs M re priorities/detail | PC/DH | 21/7/22 |  |
|  | Car wash – recommended price of £5 (outside only)  All equipment to be on site for 18th July | TW | 15/7/22 |  |
|  | Calendar of Events – Update with 2022/23 dates, potential volunteers, school holidays, committee members holidays, prioritise which events make money vs event involved to run. Spreadsheet to hold as much information as possible in one place for ease for committee members | DH | 21/7/22 |  |
|  | Idea for next year: Circus – begin to research this as an event | DH | Autumn Term |  |
|  | Idea for next year: Crossword Puzzle – designed and sold (as part of a school theme)? | KW | Autumn Term |  |
|  | Raffle Licence – to be applied for as this lasts a whole year | PC | July 2022 |  |
|  | Admin – Charity Commission – ensure all contact details are up to date | DH | July 2022 |  |
|  | What’s App message re potential raffle prizes from other parents that have contacts with local businesses | KW | July 2022 |  |
|  | Tuesday 6th September ‘Tea & Tissues’ – welcome to Friends with an opportunity to put forward ideas on post-it notes etc. | All |  |  |
|  | Oak Class Performances  2pm – DH & RB to serve drinks  6pm – DH & TW to serve drinks  PC to buy biscuits and hand over float/card machine | All |  |  |
|  | Sam Blomfield-Smith has offered something ‘car’ focused as a fundraiser. Committee to speak to Sam | TW/DH | By Autumn Term |  |
|  | BSL – need volunteers for set up, clearing up, bar, BBQ, tombola, leavers coming back? Rotas needed so that no one person is ‘stuck’ on BBQ for the whole event etc.  Items for Tombola need to be asked for now  Newsletter sent 8/7/22 with these actions covered off. Committee need to chat to parents between now and end of term (and over summer) to gather volunteers and support | KW/ All | 21/7/22 |  |
|  | TENS licence for BSL needed asap | DH/PC | 21/7/22 |  |
|  | Google Cloud – option for holding documents that all can access | KW | ASAP |  |