



### UFC Meeting: Tuesday 10.9.2019

#### Agenda

| Item                                                            | Notes / Documents needed |
|-----------------------------------------------------------------|--------------------------|
| <b>1. Electing a Chair, Vice Chair, Treasurer and Secretary</b> |                          |
| <b>2. Review of Action Points</b>                               |                          |
| <b>3. Events for Coming Year</b>                                |                          |
| <b>4. Financial Update</b>                                      |                          |
| <b>5. Budget Control – profits targets, next steps</b>          |                          |
| <b>6. Future Spends and Commitments</b>                         |                          |
| <b>7. Setting Meeting Dates up to Christmas</b>                 |                          |
| <b>8. Allocation of Activities for the Events</b>               |                          |
| <b>AOB</b>                                                      |                          |

#### Minutes

| Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action                                                                                                                                                                                                       |
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| <p><b>Attending:</b><br/>Sonya Champion, Michele Parrett, Alison Buckley, Ruth Deacon, Fiona Parker, Heather Powell, Charlie Evans</p> <p><b>Apologies:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                              |
| <p><b>1. Electing a Chair, Vice Chair, Treasurer and Secretary</b></p> <p>The outgoing UFC committee were re-elected for a second year. There had been no new nominations submitted for these positions prior to the AGM which had been advertised in the school newsletter, UFC website and Facebook page.</p> <p>Sonya Champion was elected Chair – proposed by Alison Buckley and seconded by Ruth Deacon.<br/>Michele Parrett was elected Vice Chair – proposed by Sonya Champion and seconded by Heather Powell<br/>Samantha McCann was elected as Treasurer – proposed by Sonya Champion and seconded by Michele Parrett<br/>Alison Buckley was elected as Secretary – proposed by Sonya Champion and seconded by Fiona Parker</p> <p>In advance of the AGM, the following parents had agreed to continue in their role as UFC Class Reps:</p> <p>Year 1 – Tracey Weightman<br/>Year 2 – Tracey Weightman, Ali Fatcher and Jacqui Cooke<br/>Year 3 – Heather Powell and Chloe Reay<br/>Year 5 – Ali Fatcher<br/>Year 6 – Donna Colvill</p> <p>FP agreed to be UFC Class Rep for Reception</p> | <p>AB to include names of committee and class reps (plus class vacancies) in newsletter. SC to update UFC website.</p> <p>PS to organise updating of class reps email address once all vacancies filled.</p> |



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| <p><b>2. Review of Action Points</b></p> <p>The group reviewed the actions from the last meeting. The following actions are still ongoing:</p> <p>Confirmation required for spend on playground equipment plus any outstanding payments to be made from UFC account.</p> <p><i>Addendum item: Total spend on playground equipment and signage - £1,716.44</i></p> <p>Petty cash and re-imburement – Pull together new process for Group to review.</p> <p><i>Addendum item: SM to hopefully discuss with MG week ending 27/09/19 and confirm by end of same week.</i></p> <p>Provision of current financial situation as follow-up to meeting</p> <p><i>Addendum item: See Point 4</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>AB to email SC asking for information to be provided as an Addendum to the meeting minutes.</p>                                                                                                                                                                                                                                                                                                                                         |
| <p><b>3. Events for Coming Year</b></p> <p>SC had received an enquiry about next second-hand uniform sale which prompted discussion re: relocation of existing stock from Resources Cupboard to UFC Shed. The school currently has a stock of unwanted plastic bins which could be used for storing the uniform.</p> <p>The Group were asked to discuss the possible UFC funding of a Reindeer Visit to the school leading up to Christmas. Costs for this activity were: whole day in November £670-£880; whole day in December £1,070; morning session in November £420-£520; morning session in December £630; afternoon session in November £350-£460; afternoon session in December £560. Due to an existing UFC commitment of £4K to fund the school's laptop lease, the UFC felt it was unfortunately not in a position to fund this activity. However, a recommendation was made for School EdSmart Survey to ascertain whether parents would be willing to self-fund this activity.</p> <p>AB circulated a draft Events Calendar for consideration and dates were provisionally agreed for these. In addition, project owners were assigned as detailed below:</p> <p>Cake Sales and School Uniform Sales – HP and FP<br/>Halloween Disco – AB and RD<br/>Secret Santa – AB<br/>Xmas Cards / Xmas Bingo – SC<br/>Spring Disco – MP and AB<br/>Grow a £1 – AB<br/>Summer Fayre – TBC + involvement from CE</p> | <p>FP to organise existing stock into age group plastic bins and relocate to UFC shed.</p> <p>RD to speak to PS about EdSmart survey asking parents if they would like to pay for a Reindeer Visit.</p> <p>RD to confirm dates with Office. Once confirmed AB to forward Events Calendar to SC for circulation to Class Reps. AB to include dates in Newsletter.</p> <p>SC to investigate Bingo Equipment. FP to look into Bingo Apps.</p> |



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| <p>Specific discussion took place relating to the use of Tucasi for Secret Santa payments. It was agreed that this method would not now be used as previously agreed.</p> <p>Specific discussion regarding a Christmas Fayre / Social took place. It was agreed to hold a Bingo Night for families. Prizes would be Christmas themed chocolates / sweets. Christmas Grotto to be investigated for inclusion.</p>                                                                                       |                                                                                                 |
| <p><b>4. Financial Update</b></p> <p>Due to unforeseen circumstances the provision of a financial update was not possible during the meeting.</p> <p><i>Addendum Item:</i></p> <p><i>As of 11/9/19 we have a current balance of £3,029.23. This is after payment for playground equipment and laptop lease has been paid. Awaiting final outstanding invoice for Forest Schools equipment.</i></p>                                                                                                     | <p>SM to provide financial update info to be circulated as an Addendum item to the minutes.</p> |
| <p><b>5. Budget Control – profit targets, next steps</b></p> <p>To be carried over for discussion at the next meeting</p>                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                 |
| <p><b>6. Future Spends and Commitments</b></p> <p>To be carried over for discussion at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                 |
| <p><b>7. Setting Meeting Dates up to Christmas</b></p> <p>A request was made to offer some “morning meetings” or “evening meetings with a later start time” to give parents more opportunity to attend. Background provided as to why meetings had been held at 18:30 and request accommodated to see if attendance from parents is increased as a result.</p> <p>Thursday 3 October @ 08.50 <i>Addendum item: Changed to 18:30</i><br/>Tuesday 12 November @ 18:30<br/>Tuesday 16 January @ 08:50</p> |                                                                                                 |
| <p><b>8. Allocation of Activities for Events</b></p> <p>Covered under Point 3 above.</p>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                 |



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| <b>AOB</b>                                                                                                          |  |
| <b>Date of next meeting: Thursday 3 October (08:50)</b><br><i>Addendum item: change of time from 08:50 to 18:30</i> |  |

Meeting closed at 8.00 pm