The Friends of Minterne

Enriching and enhancing our children's time at Minterne

Committee Meeting Minutes – 12th October 2026

Committee members attending: Jessica Shonk, Nadine Jones, Hannah Tang, Tracey Phillips and Emma Maggs

Other FOM members: Coralie Brincat, Lily Perez-Roberts, Helen Rudd and Laura Mulligan

Topic	Notes	Actions
1) Welcome and introductions	• JS welcomes everyone to the meeting. • NJ asked if everyone was happy to have their names included in the minutes and handed out a name sheet.	
2) Apologies for absence	Kirsty Warner and Catherine Hurst (Finance meeting.)	
3) Updates since the AGM	• A feedback survey had been sent out to parents/carers with quite a few people mentioning childcare commitments were an issue as well as timings. Potentially look at different timings/teams calls for meetings. • The AGM minutes have been uploaded to PTA Events page. • The leavers hoodies went on sale with parents using a discount code to allow them to receive £10 off their orders as per the contribution from the FOM. • After the AGM, EM came forward to say she would be happy to come on board as an ordinary committee member. – **All in favour**	• Arrange date/time for next committee meeting. • Ask the school office to upload the AGM minutes and these minutes to the school website for all parents/carers to read.
4) Schools Fundraising Goal for the year	• Are there any particular fundraising projects the school would like the FOM to fundraise over the forthcoming year. • Unfortunately due to KW absence, we did not have this information but have set a meeting for Monday 19th October to discuss this.	• Speak to school staff during their next staff meeting to discuss potential projects.
5) Outline of costs to be budgeted for and approved by committee	• Parent Kind membership. • Donations that the FOM would like to make to the school/pupils in the forthcoming year, these included: ➢ Christmas Crackers for Christmas dinner day? ➢ Contribution of £10 per leavers hoodie/t-shirt for each Year 6 pupil ➢ Termly provision payments (£50 per class - £300 each class over an academic year and £30 per class per term in the Acorn centre). ➢ Year group workshops (One off £500 per year group) ➢ School trip contribution (£300 per year group.) ➢ Sports Day ice lollies donation ➢ Kindles for termly draws	• Ask KW to discuss with school staff regarding the termly provision payments per class. • Make the school aware that they need to have used/organised their provision payments by Term 5 and explain that the provision funds will not rollover to the

	➢ £25 per term for Miss Warner to purchase books for outside of her office for the children to choose to read.	next academic year if unused. • Speak with KW regarding her provision payments for the year.
6) Events planned for Term 1 & 2	• Happy's Circus visit (22nd October 2026) • Christmas tree to be put up on 26th November • School disco date agreed for 27th November. • 16th December for the Christmas Shop.	• It was noted by parents that the queuing system currently in place does not work and can be extremely confusing. Suggestions were made if parents could potentially collect from the small hall to allow the Year 5/6 children to enter the hall or if drop off could be in the small hall instead where the Photo Booth will be set up. • JS to confirm with KW the important school dates. • Potentially get volunteers to help decorate the Christmas tree. • NJ to put the disco tickets on PTA Events for sale and to ask for volunteers. • NJ to put the Christmas Shop on PTA Events.
7) Christmas activities	• Tree decorating – 27th November after school • Christmas Crackers for Christmas dinner day • Christmas shop – 16th December 2026.	• Ask for helpers for tree decorating • HT to purchase crackers for

	• An idea was put forward by CB and HR to potentially do a bauble decoration and the winner could turn on the Christmas tree lights.	Christmas dinner day • HT to order stock for Christmas shop • We need to speak to Colin or KW on where can store the new Christmas tree as the shed is no longer an option due to last years being spoilt in the shed. • Ask parents for Christmas tree decorations donations
8) Other fundraising initiatives	• Personalised Arlo items (pencil case, drink bottle holder, drawstring bag.) • 21st January 2027 – Bingo to replace Film Night (**This is a children only event)** • 12th February – Non-Uniform Day (Wear something you love theme?) • 26th February – School Disco • 3rd March - Mother's Day Shop • A colour run has been previously discussed however it was noted that we do not wish for this to replace the Comic Relief run that takes place around March time. The Oaks PTFA have organised a bubble run for 11th June, we could look to run our colour run in line with this event. • 7th May – Break the Rules Non-Uniform day • 16th June – Father's Day shop • 9th July – Summer disco • EM suggested we could use Class Fundraising to create class tea towels as a nice keepsake for families – All in favour • A lot of the feedback from the parent survey was noted that parents missed the fireworks display. EM suggested a drone show potentially and NJ suggested that some PTA's have put on a laser show event.	• NJ to put details for all events on PTA Events. • Double check with KW the date for the colour run/comic relief run. • Parents present at the meeting were not particularly keen on the personalised Arlo items and if they were to be for sale then they'd prefer it as a pre-order system. • Organise the tea towel fundraiser on Class Fundraising.

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Special Business	• It was noted at the AGM that the FOM contributes towards the Young Voices coach every year (£200) but that this only benefits a small handful of pupils. in line with the charity's constitution, the committee have made the decision to no longer make this contribution.	
AOB:	• Parents were disappointed that this was the second committee meeting of the academic year with no school representative present. Parents suggested should KW or CH not be able to attend, could another school representative attend the meetings in future. It was noted that we were unsure how active the school were in previous years with the committee but moving forward we would like to have the school involved with meetings as much as possible. •Unfortunately, the meeting had to be abandoned early due to staff members waiting to use the small hall.	• NJ to send AGM minutes and all future minutes to school office for them to be published on school website.

Meeting minutes approved as correct by all attending committee members 20th October 2026

The next meeting will be:
18th January – 9:15am in the small hall
Please come along, have a chat, give us your ideas… Everybody is welcome.