



## ROOTS AGM Minutes

**Monday 4<sup>th</sup> November 2019**

**Attending;** Kelly Layton, Susan Simpson, Sara Crichton, Natalie Peters, Sarah Walburn, Kerry Garratt, Nigel Drinkwater, Mike Milne, Saima Zeb-Khan, Jacqui Ewbank, Michelle Weir, Mrs Semple

**Apologies;** Karen Baker and a long list

**ROOTS Chair Review** – (Full review available on school's website, and already sent by email)

Fantastic support from the whole school over the past year.

Brilliant Oak Tree on Ice. However, not to be held in 2020

Eid Celebration to be held again in 2020, thanks to Saima for her efforts and input this year. suggested date Thursday 11<sup>th</sup> June.

Thanks to Susan Simpson for all her work with ROOTS. Susan presented with a gift of thanks for helping to raise over £60,000 over her time at Oak Tree. Thank you.

**Treasurers Report;** All events have been profitable. However, we have seen more income from grants over previous years and need to drive that more. All requested expenditure has now been spent. Report available on website and sent by email.

**Committee Roles;** We need Chair, Vice Chair, 2x treasurers and a secretary to continue as a charity. Kelly Layton to continue as Chair – agreed, Karen Baker to continue as Vice Chair-agreed, Jacqui Eubank to be 2<sup>nd</sup> vice chair-all agreed. Nigel Drinkwater happy to continue as treasurer but a 2<sup>nd</sup> treasurer is needed. Nigel and Karen have broken down duties needed which could be an option to spread the load, Sara Crichton offered to help. Treasurers team with one individual to be officially named, without this our charity status ceases to continue. Natalie Peters offered to take on secretary – agreed.

Smaller roles required including Facebook manager, events managers for different events, poster distributor. Roles to be filled are small and simple so parents don't need to make big commitments. Bitesize help. Drop the info on the bitesize roles into school/ROOTS events and fairs to let parents know what is required. Mrs Slater to put letter out again- worked well last year? Note or poster out at parents' meetings for uptake in any help.

Class reps- Struggling with reps in Miss Grimshaw, Miss Cowell and Miss Ward's classes. Jacqui to approach class teachers, wanted posters in downstairs classrooms.

#### **Confirmed activities and meetings;**

- Oak Tree Christmas Fair – Friday 6/12/19 from 5pm to 8pm
- Elfridges @ Oak Tree – Thursday & Friday 12&13/12/19 – During school hours
- ROOTS Meeting – Thursday 16/1/20 @ 7pm
- School Disco – Thursday 19/3/20 Beginning at 4.50 with Y1 & Y2
- Nursery & Reception Fun – Friday 20/3/20 @ TBC
- Easter Egg Tombola – from Monday 30/3/20 after school in the playground
- ROOTS Meeting – Thursday 30/4/20 @ 7pm
- EID Celebrations Thursday 11/6/19 after school in the hall
- Oak Tree Summer Fair – Saturday 27/6/20 from 12pm to 3pm

#### **AOB**

- Continue to support teacher petty cash float, reception book bags and leavers gifts.
- Mr Holt applied for book making and story-telling comp. Approx. £250-300 for prizes to go toward 100 book challenge.
- Possibly offer books to KS1 – KL look in to
- Vinyl Oak Tree School banner to take to Young Voices. Can also be used for lots of other things.
- Facebook advertising – ROOTS to allow specific companies that are financially supporting ROOTS events to advertise 2 weeks before & after the event. ROOTS to manage advert, not company.
- Match funding – Kelly has a list of companies that offer match funding. Kelly to promote this to parents this year.
- Party plates hire - Not financially or environmentally viable at this time.
- ROOTS business directory – Not a no but needs a lot of thinking about to make work in the best way. Fish bowl for business cards at Christmas fair with prize. Terms made clear, ROOTS will have business details and may call on help.
- Cinema event – Thurs/Fri around 6pm at the end of Jan/early Feb 2020 - Natalie to contact Plaza for availability.
- Christmas Fair allocation - Class stalls all agreed, Jacqui has full list TBC Monday 11/11/19
- Cath Whittaker has offered to help
- Costume Hire – Parents donate fancy dress costumes from Egypt day/Nativity/Roman day etc and they can be offered to parents for £1 hire. Saves wasting costumes and helps many families.
- Mike Milne on behalf of the Governing Body would officially like to thank ROOTS for all the work done not only in school but locally in the community. The fairs and events like OTOI have reached the whole community and it is really good to see the impact locally. Thank you.
- Eid event – Same food stall, tie it in with Eid assembly in school. Run the week after Eid unless that falls at half term. TBC Thursday 11/6/20