

## TOPs Minutes - DRAFT

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Date	18 March 2022
Time	1pm
Venue	Barton Seagrave Village Hall, Barton Seagrave
Present	FB, CH, GB, BL, AK
Apologies	JW, SS, DE

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### Minutes

- Approved

### Finance Report

- Balance - £2459.18
- Mothers Day Event - There are still some costs to process, so the figures are an approximate
  - Takings £922.50
  - Expenses £341.72
  - Profit £580.78

### School Funding Requests

#### 1. KS2 Pantomime Visit to Lighthouse Theatre

The school have requested a contribution towards a KS2 visit to the theatre this December. It was agreed that a contribution could be made at a suggested amount of approx £200.

**ACTION** *AK to contact the school re possible total amount before contribution figure agreed.*

#### 2. Second Defibrillator

The school have requested that TOPs fund a second defibrillator to be installed at the school due to increased numbers, at an approximate cost of £500-£700.

It was agreed that external funding sources would be investigated before a decision is taken.

Tesco community scheme is a possibility. CH suggested Burton Wold Wind Farm

**ACTION** *CH to contact Burton Wold Wind Farm*  
*AK to advise school*

#### 3. Miss Douglas Book Wishlist

It was agreed that in principle a contribution could be made towards the cost of the wishlist. It was suggested that an Amazon Wishlist be created (alongside the Smile account) and be open to the wider school group.

**ACTION**      *AK to contact the school and suggest a book wishlist.*

#### 4. Life Bus

The school have enquired as to whether TOPs would be prepared to pay for the Life Bus this year.

TOPs have previously made a contribution towards the cost, and last year paid the total invoice. It was agreed that TOPs would be unable to meet the full amount this year, but would make a contribution.

**ACTION**      *AK to inform the school*

#### 2022 Event Updates

- Mother's Day Event
  - All handprints completed, and with DE for finishing. More bags required. FB to action.
  - All ready for the shop on 22 March. Poker chips to be given as currency. Labels to be written. Children to make their selection, then return to their classroom with their bag to take home.
- Easter
  - Owls have been booked by the Hanwood Park contact. Advertising to follow now the booking has been confirmed.
  - Easter eggs to be paid for, and provided by Hanwood Park, delivery to be arranged. Easter Hunt hunt to be run. FB to coordinate
  - It is hoped that the long park on Eastwood Avenue will be available for the event, and the play park opened.
  - Hanwood Park have suggest there be a 'Craft stall' . TOPs could possibility help with this in return for donations. Possibly use the orange collection buckets on the day.  
**ACTION**      *FB To liaise with Hanwood Park and coordinate*
- Quiz
  - The school have yet to confirm the Hall availability for booking.  
**ACTION**      *AK to contact the school re hall availability*
- Bingo
  - The Village Hall has been booked, but not yet paid for.
  - A sweet stall has been suggested. Prizes to be confirmed, with the possibility of stock left for the Mothers Day event shop to be added.  
**ACTION**      *GB To distribute a 'Save to Date – Bring you Dad to Family' Bingo*
- Food Bank
  - A low response last month. BL suggested a Facebook reminder on the Wednesday of that week, and a Parentmail reminder on the Thursday, this has positive result previously.  
**ACTION**      *GB to advertise on Facebook*

- Year 6 Leavers event
    - No further update. Details still being agreed.
  - Donuts
    - 27 May was agreed as a final deadline for orders (two weeks before the event)
    - An 'over order' was agreed to facilitate 'on the day purchases' etc.
      - ACTION**      *AK to confirm with the school that they are happy to have the donuts sale with RACE for Life event*
  - Jubilee Street Party
    - Yet to receive a reply from the school regarding this.
      - ACTION**      *AK to follow up with the school*
  - First Aid Course
    - SS has contacted Nene Valley Community First Responders regarding running the course.
      - ACTION**      *FB to ask SS to follow up specific details of charges etc.*
- Any Other Business
    - None
  - Next meetings
    - 26<sup>th</sup> April 7pm, Oakham Lane, Kettering
    - Provisional date – 17 May, 1pm Barton Seagrave Village Hall

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#### Actions

- **GB** - Save the Date for Bingo Event
- **GB** - To advertise Foodbank Friday on Facebook
- **AK** - Ask Bursar Office to send Foodbank Friday reminder via Parentmail
- **FB/SS** – Follow up First Aid training course details
- **FB** to coordinate Easter Event, and advise any actions as required
- **AK** to email Bursar Office re possible total cost of pantomime visit before contribution figure agreed.
- **CH** To contact Burton Wold Wind Farm re funding source/grant for defibrillator
- **AK** to email Bursar Office to advise of investigation into funding sources re defibrillator
- **AK** to email Bursar Office re possibility of Amazon book wishlist
- **AK** to email Bursar Office re decision over Life Bus payment
- **AK** to confirm with Bursar Office re hall availability for quiz
- **AK** to confirm with the school if they are happy to have the donuts sale with RACE for Life event
- **AK** to follow up with the school jubilee
- **AK** to C/F to next agenda - Event Calendar for distribution to parents/carers
- **AK** to C/F to next agenda – Car Boot Sale proposal (c/f from 22 February)
- **AK** to C/F to next agenda – Pizza Making Kits (c/f from 22 February)
- **AK** to C/F to next agenda – Joules Sale (c/f from 22 February)