

## FOSS

### Meeting 15<sup>th</sup> June 2017

#### Minutes

##### **In attendance:**

Barry Hilton (Chair), Jane Tomlinson (Secretary) (JT), Chad Wilson (CW), Mark Easter (ME), Mrs Light (DL), Lisa Hastings (LH), Lizzy Wedgwood (LW), Mrs Knight (MK), Miss Oxenham (NO), Mrs Ashley (KA), Mrs Stanhope (S), Matt Walker (MW)

		Action
1	<b>Apologies:</b> Amanda Solway (Treasurer), Tasha Boyns	
2	<b>Minutes of previous meeting :</b> Agreed in advance of meeting and published on school website	
3	<b>Actions from previous meeting:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> New school sound system – this has been delivered, invoice needs to be sent to AS.</li><li><input type="checkbox"/> All other actions completed</li></ul>	CW
4	<b>Finance Update</b> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Balance report</b> – £3345.94 in the bank plus £289.90 in cash.</li><li><input type="checkbox"/> £7500 in an account for grant play equipment needs spending by 31/07/2017</li><li><input type="checkbox"/> Year 6 Trip to Flambards – all booked, CW to forward invoice to AS.</li><li><input type="checkbox"/> Two minor spends, 3* pump flasks @ £34.89 (Total £104.67) and ice lollies for sports day £10.63</li><li><input type="checkbox"/> KA requested finance to help her to purchase more books at the higher end of the AR scheme as children currently had a limited choice. It was agreed to fund £600 worth of books for the AR scheme. KA to source and order and send invoice to AS.</li></ul>	ME CW KA
5	<b>Committee and Constitution</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Documents from another school had been distributed to the committee prior to meeting, Jane agreed to look at the update of the constitution before the end of July</li></ul>	JT
6	<b>Previous Events</b> <b>Bingo</b> <ul style="list-style-type: none"><li><input type="checkbox"/> The evening was well supported with approximately 80 people in attendance</li><li><input type="checkbox"/> £214 was raised, thank you to all of those that helped with refreshments, cakes and prizes.</li></ul>	
7	<b>Upcoming Events</b> <b>Spring Sale</b> <ul style="list-style-type: none"><li><input type="checkbox"/> It was agreed that this should be deferred to the Autumn Term.</li></ul> <b>30/06/2017 (Friday) - Summer Fayre 3.15pm – 5.15pm</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Staff and children will help to run stalls.<ul style="list-style-type: none"><li>o LH to come in early and help with face painting</li></ul></li></ul>	All to note  LH

	<ul style="list-style-type: none"> <li>○ Face painting and tattoos to be done by Mrs Knight and Mrs Beech.</li> <li>○ ME to do toilet roll throwing and bean-bag throwing</li> <li>○ BH to man coconut shy</li> <li>○ MW to do Hook a duck</li> <li>○ EW to do popcorn and apple bobbing</li> <li>□ The Mothers Union will do the refreshments</li> <li>□ AS to sort floats out for stalls</li> </ul> <p><b>19/07/2017 (Wednesday) - Pantastic Play (2 productions) 1.30pm &amp; 6.00pm</b></p> <ul style="list-style-type: none"> <li>□ FOSS are to do refreshments from 1.00pm (Jane &amp; Tasha) and during the interval for the evening at approximately 6.30pm (Amanda plus 1)</li> <li>□ It was agreed to do 'a pound in the bucket' as an additional fundraiser at this event.</li> </ul> <p><b>24/07/2017 (Monday) – End of Term BBQ/Open Evening and Raffle– 3.15pm – 5.30pm</b></p> <ul style="list-style-type: none"> <li>□ Volunteers required <ul style="list-style-type: none"> <li>○ JET and TB to serve drinks</li> <li>○ BH to man BBQ with one other</li> <li>○ Suggestion that a camping stove be brought in to cook veggie items (spicy bean burgers suggested)</li> </ul> </li> <li>□ Letter for Raffle Prizes needs to be produced; we believe Barry has the original. It is then to be emailed to Emma as Emma has agreed to email companies for raffle prizes - letter gone to Emma, Emma getting prizes</li> <li>□ It was agreed that a note should be put in the school newsletter asking Parents for donations of raffle prizes</li> <li>□ Thank you letters to be written to companies after the raffle has been held.</li> <li>□ Amanda to source food – Burgers, Baps, Cheese slices, Condiments, Serviettes</li> </ul>	MK, ZB  ME BH MW EW  AS  JT/TB AS  JET/TB All to note  BH/EM CW  AS
8	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>□ Belinda Burton had informed FOSS of a possible fundraiser through Recycling for schools <a href="http://www.recyclingforschools.com">www.recyclingforschools.com</a>. It was agreed that this should be reviewed at the beginning of the next school year.</li> <li>□ Leaving presents – agreement had been made over e-mail to purchase hoodies, agreement was made at the meeting to put the first name on the hoodies. AS to source and order.</li> </ul>	All to note  AS
9	<p><b>Date and time of next meeting</b>  Thursday 20/07/2017 at 5pm, mainly to finalise BBQ arrangements and look at constitution.</p>	All to note
10	<p><b>Close</b>  At the conclusion of the meeting CW showed a number of FOSS members around the storage facilities for FOSS equipment and fair items.</p>	