**FOSS**

**Meeting 28th September 2016**

**Minutes**

**In attendance:**

Barry Hilton (Chair) (BH)

Amanda Solway (Treasurer) (AS)

Jane Tomlinson (Secretary) (JT)

Tasha Boyns

Chris Boyns

Lizzy Wedgwood-Bates

Cassi Rossall

Rachael O’Dowd

Chad Wilson

Mark Easter

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|  |  | Action |
| 1 | **Apologies:**Lisa HastingsMarie HewittSarah MacCammon |  |
| 2 | **Minutes of previous meeting (circulated prior to meeting):**Agreed |  |
| 3 | **Actions from previous meeting:**JT had enquired about a “cinema night” and a TEN (Temporary Events Notice) would be required at the cost of £21.  |  |
| 4 | **Finance Update*** **Balance report** – account currently stands at £3247.97 with final amounts from the last Treat Friday to be added.
* **Any major income/expenditure** – not at this time.
* **Access to funds** – this is still with the bank but we are hoping to resolve shortly. BH to chase with the bank.
 | BH |
| 5 | **Change of Name**Enquiries with the Charity Commission have revealed that the name of the organisation has not been officially approved by the group or changed with the Charity Commission. An informal survey had taken place via the closed Facebook group and the general consensus was to keep the FOSS name.AS proposed that the name of the group be formally changed from “Shortlanesend CP School PTA” to “Friends of Shortlanesend School.” The motion was seconded by BH and all members present were in agreement.AS to take forward to the Charity Commission. | AS |
| 6 | **Autumn Disco – Friday 14th October*** **Music -** JT had asked one of the Dad’s to do the disco and is awaiting confirmation. There is a second offer of help (Cameron) if needed.
* **Snacks** – agreed that a “snack bag” is the easiest option. AS and BH to look to source snacks, drinks and bags and put together for the event.
* **Staffing** – to expect approximately 100n children, therefore approximately 10 adults needed. All in attendance agreed to help with supervision, school staff should help with any shortfall.
* **AOB –** it was agreed that a “coffee stop” for any parents who stay would be a nice idea. Approximately 30 adults expected to stay. JT and CB to enquire about cake donations. AS to look to source new hot water flasks/dispensers and source tea, coffee, milk.
 | ALLJT/CBAS |
| 7 | **Pantomime Trip**This was discussed and it was felt that the logistics of taking all f the children to the pantomime was too great. It was therefore suggested that a pantomime company could come into the school, this would mean that all of the children could attend and there no issues with those who may struggle to get into Truro. BH to make enquiries as to availability and cost. | BH |
| 8 | **Treat Friday*** **Stock Levels** - following donations from Lizzy Wedgwood-Bates and Martin Fisher stocks are currently at a good level.
* **Rota:** see separate excel document.
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| 9 | **AOB**All reminded to keep enquiring about prizes for the Christmas raffle. | ALL |
| 9 | **Date and time of next meeting**Thursday 10th November 17:00 (times and days will be flexed to try and involve as many people as possible). |  |
| 10 | **Close**The meeting closed at 19:00 |  |

**Upcoming Events**

* 14/10/2016 (Friday) – Autumn Disco (18:00-19:00) – see above
* 12/12/2016 (Monday) – Christmas event briefly discussed and decided that would take away from the Kenwyn Church Event. Previous carol events wre only just breaking even financially, decided to just do the Christmas Raffle.
* Christmas raffle – tickets could be sold after October half term for a draw at the Christmas event. Acknowledged that desirable prizes would be required so all at meeting asked to enquire with acquaintances regarding the donation of prizes.
* 06/03/2017 (Monday – St Pirran’s Day Disco – this could also include a parents café where cream teas could be served.
* 01/07/2017 (Saturday) – Summer Fair, this would be a Saturday so the whole village could get involved. Having the event on a Saturday also allows more time for people to browse and enjoy and it is though more parents would attend (as both could attend rather than just 1 after ).