**FOSS**

**Meeting 26th April 2017**

**Minutes**

**In attendance:**

Amanda Solway (Treasurer) (AS)

Jane Tomlinson (Secretary) (JT)

Tasha Boyns

Chad Wilson

Keri Lowes

Emma Mayer

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|  |  | Action |
| 1 | **Apologies:** Barry Hilton, Mark Easter,Matthew Walker, Lisa Hastings**,** Lizzy Wedgwood |  |
| 2 | **Minutes of previous meeting :**  Agreed in advance of meeting and published on school website |  |
| 3 | **Actions from previous meeting:**   * At the last meeting Barry was given the request for a new school sound system – this still needs to be taken forward. * All other actions completed | BH |
| 4 | **Finance Update**   * **Balance report** – £2541.94 in the bank plus £964.90 in cash. * £7500.18 in an account for grant play equipment * Sounds system needs to be organised and paid for * Year 6 Trip to Flambards – FOSS to pay * It was agreed by all present that Amanda should bank £500 of the cash | BH/AS  AS  AS |
| 5 | **Committee and Constitution**   * 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 | JT |
| 6 | **Previous Events**  **Class 4 Play – 20/3/2017**   * Thank you to all who helped out with refreshments - £25.20 raised   **Readability Testing – 23/3/2017**   * Very successful – thank you to all who volunteered and to Matthew Walker for organising. £120 has been received. |  |
| 7 | **Upcoming Events**  **Spring Sale**   * It was agreed that this should be deferred to the Autumn Term.   **25/5/2017 (Thursday) - 7pm - Bingo Evening**   * It was agreed at the meeting to hold a Bingo Evening. FOSS are to do refreshments during the evening. Volunteers needed to help.   18 prizes are required for the bingo - Donations of prizes from parents are to be asked for in the school newsletter in advance.  £5 per book – school already has the equipment & books  Tasha & Keri agreed to organise cakes/buns  **30/06/2017 (Friday) - Summer Fayre 3.15pm – 5.15pm**   * Staff and children will help to run stalls. * The Mothers Union will do the refreshments * Volunteers from FOSS are needed to help * 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 * It was agreed that a note should be put in the school newsletter asking Parents for donations of raffle prizes * Raffle tickets need to be ordered once prizes are known * Thank you letters to be written to companies after the raffle has been held.   **19/07/2017 (Wednesday) - Pantastic Play (2 productions) 1.30pm & 6.00pm**   * FOSS are to do refreshments from 1.00pm (Jane & Tasha) and during the interval for the evening at approximately 6.30pm (Amanda plus 1) * It was agreed to do ‘a pound in the bucket ‘ as an additional fundraiser at this event.   **24/07/2017 (Monday) – End of Term BBQ/Open Evening – 3.15pm – 5.30pm**   * Volunteers required to do BBQ & refreshments * Amanda to source food – Burgers, Baps, Cheese slices, Condiments, Serviettes | All to note  All to note  CW/NO  TB/KL  All to note  BH/EM  CW/NO  JT/TB  AS  All to note  AS |
| 8 | **AOB**     * FOSS would like to express their congratulations to Mr Easter on his reward of Highly Commended outstanding NQT of the year. * Belinda Burton informed FOSS of a possible fundraiser through Recycling for schools www.recyclingforschools.com. It was agreed that this should be reviewed at the next meeting when more people may be present. * Leaving presents – Amanda agreed to look into Hoodies/T-shirts | All to note  All to note  AS |
| 9 | **Date and time of next meeting**  Thursday 15/06/2017 at 5pm. | All to note |
| 10 | **Close** |  |