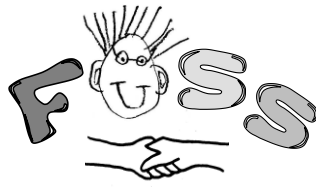


**FOSS Committee Meeting MINUTES**  
**Wednesday 27<sup>th</sup> September 2017**

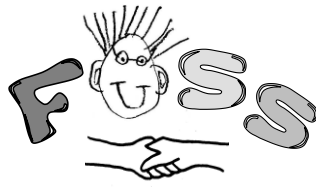
## Agenda

PRESENT: Miss Gilbert (GG), Melissa Wolland(MW), Caroline Barrell(CB), Lucy Amos(LA) Ken Docherty(KD), Bonnie Keiller(BK), Sylvia Collins(SC), Sorcha Rayner(SR)

	Discussion Points	Agreed Action
1.	<b>Update from Ms Gilbert</b>	Trim trail – scan needed to identify pipes? Hopefully sorted this half term Posts for trail on site, other items not. Would like FOSS to raise money for replacing smart boards with smart tv's (clevertouch screen) Raise for 1 – each cost £3000 Otherwise would like to raise for durable hard plastic picnic tables – perhaps Con club money could be used for this (Con club to be notified of this)
2.	<b>Update from Treasurer</b>	Costs: Duxford trip and year 6 bbq Bank acct @ £6523 (not including car boot money) School owed some money? £4185.16 raised so far this year
3.	<b>Disco – 6<sup>th</sup> October 2017</b> <ul style="list-style-type: none"> <li>• Community room booked</li> <li>• Plan of Action</li> <li>• Volunteers – Message out for parent helpers no sibling as per last year</li> <li>• Paper bags purchased</li> <li>• Advertising – keep sharing on FB and parentmail</li> <li>• Float needed</li> <li>• FOSS Members available</li> </ul>	Keep to same format as last disco – SR suggests change in line setup. To be addressed on day. GG offered to provide class lists and labels to help process. MW said some offers of help already, SR asked how many adults needed – MW said 2 in community room, 3 on various doors. (minimum) GG said parents need to be told to stay in playground not come into hall (wait to be called in) MW has bags ordered, shopping trip for other bits needed after stock check in shed.(ASAP) LA to prep float. DJ payment £160 to be withdrawn from bank  Available to help: MW:both, LA:both, SC: both, BK: poss older disco, SR: set up, line and older disco, KD: clear up possibly, CB: Both but line/bags to start off with.
4.	<b>Bags2School – Friday 3<sup>rd</sup> November 2017</b> <ul style="list-style-type: none"> <li>• Bags to be divided up to class numbers and put in going home trays</li> <li>• Advertising – Parentmail and FB after disco &amp; A Frames to go out week of collection</li> <li>• MW to unlock foyer of community room</li> <li>• All available FOSS to help when they can.</li> </ul>	Bags' arriving soon, SR has offered to sort them. GG will inform committee when they arrive and will make sure eldest/only receive bags.  Advertising after disco.  Availability check nearer time



<p>5.</p>	<p><b>Christmas Bazaar – Friday 1<sup>st</sup> December 2017</b></p> <ul style="list-style-type: none"> <li>• Check stock in shed to ensure all boxes intact and not damp etc</li> <li>• Community room booked</li> <li>• Book a Santa (MW has approached someone we have used before)</li> <li>• Availability for the day, we will need lots of helpers to set up the night before and to help on the day in the hall.</li> <li>• Order new stock for Bazaar 2/3 people</li> <li>• What presents do we want to give classes? MW to elaborate</li> <li>• MW to Explain normal process for Bazaar</li> </ul>	<p>323 children – 6 items each</p> <p>Approx £800 stock in hand. <b>More to be bought when stock in shed checked. (shed to be tidied at same time – potentially 8<sup>th</sup> oct)</b>  <b>Stock to be ordered mid OCT</b></p> <p>MW has asked Matt Fleming if he is available to be Santa. He is checking availability. KD possible alternative (sorry Ken)</p> <p>FOSS to buy gift for each class from Santa (+haribos) – board games/books.</p> <p>GG to consult Mr Smith about audit of current board games/broken board games. Suggested 2 games per class and budget of £20 per class (12 classes)</p> <p>Committee availability to be checked nearer time. After school set up will be 4:30 onwards.</p> <p>On day GG suggested FOSS on stock control/ money taking (to make sure enough stock for both KS) and parents as personal shoppers. Parents to bring pack lunch if staying all day. MW has booked Community room for them to store personal belongings.</p>
<p>6.</p>	<p><b>Christmas Raffle</b></p> <ul style="list-style-type: none"> <li>• Is this something we would like to do again?</li> <li>• Tickets to be sold in the playground and at Xmas performances or do we send xmas raffle books home as in past</li> <li>• We would need to purchase items for hampers and advertise etc</li> </ul>	<p>MW said last year there was an issue with tickets as not enough were sold and need to find easier way to sell them. Raffle squares suggested.</p> <p>GG suggested tickets sold at performances and this info included in letter about performances. GG to give dates of performances.</p> <p><b>Purchase items from ALDI etc and donations received. CB to draft letter to ask for donations from businesses.</b> GG has offered to print them out for us.</p> <p><b>SC to approach Tesco, SR/BK to approach Costa and Cineworld. MW to send official email afterwards.</b></p> <p>GG suggested reduce number of hampers to 3?  SR suggested Movie night hamper. BK suggested 3 family hampers.</p>
<p>7.</p>	<p><b>Cake Breaks – Set dates for 2017</b></p> <ul style="list-style-type: none"> <li>• Need to set dates for Oct and Nov (18<sup>th</sup> or 25<sup>th</sup> October &amp; 15<sup>th</sup> &amp; 22<sup>nd</sup> November)</li> <li>• Advertise PM and FB</li> </ul>	<p>Set as 18<sup>th</sup> October (25<sup>th</sup> is in half term) KS2  22<sup>nd</sup> November FS/KS1</p> <p>GG will put on newsletter  <b>CB to finish poster and send to GG ASAP</b></p>
<p>8.</p>	<p><b>An evening with Iron Fist – 28<sup>th</sup> April 2018</b></p> <ul style="list-style-type: none"> <li>• Location – Brooklands centre (RBL agreed a free let, only have to pay for bar staff)</li> <li>• Time (TBA)</li> <li>• Entrance fee (IF say around £8)</li> <li>• Adults only? What do we want to do?</li> <li>• Food – Do we include in the price or sell separately?</li> <li>• Initial discussion</li> <li>• Grant application?</li> </ul>	<p>I.F to advertise from Christmas onwards.</p> <p>CB to create poster? Or will I.F be doing this?  SR suggested 2 tickets to be put in with Christmas raffle.</p> <p>MW looking into grant from council to cover staffing cost or I.F hire fee.</p> <p>Suggestion of making it secondary school age up (so 12+) instead of small kids?  MW to talk to I.F/ Layla Newling.</p>



9.	<b>Fireworks 2017</b> <ul style="list-style-type: none"> <li>• Joint event withy Scouts, Feast committee not possible this year as too short a notice</li> <li>• 2018 – FOSS have put them self forward to join in with the initiative</li> </ul>	<p>Not this year as too short notice.  Stan Smith has suggested Old Rec ground as location.  Land owned by poors land/ Parish council.  Parish council say ok, poors land hard to get hold of.  Bonfire to be on concrete area.  Planning for this event from January.</p>
10.	<b>Newsletter Autumn 2017</b> <ul style="list-style-type: none"> <li>• Normal info to be added, save dates, recent amounts raised etc</li> <li>• Any new ideas for the newsletter?</li> </ul>	<p>Dates for upcoming events  What we are raising money for  Asking for new members.  GG will put on school website</p>
11.	<b>Fete – 2018</b> <ul style="list-style-type: none"> <li>• 9<sup>th</sup> June Booked</li> <li>• Scouts booked BBQ</li> <li>• Bouncing Beans, Ice Cream Van, Zoorbs &amp; Animal Experience all booked and confirmed</li> </ul> <p>Flypast requested – Confirmation will not be until 2018</p>	<p>KD in charge of chasing flypast  MW has booked everything else.</p> <p>Theme to be decided nearer time so CB can create poster.</p> <p>GG said Barrow of booze needs to be manned by teachers who know the children to make tickets easier.</p>
12.	<b>Future Meeting dates</b>	<p>Wed Jan 24<sup>th</sup>  AGM March 7th</p>
13.	<b>FOSS Noticeboard</b> <ul style="list-style-type: none"> <li>• We need a new noticeboard as the one we have is currently unusable as you cannot see into this.</li> <li>• Costs to purchase a new one</li> <li>• Size and colour?</li> </ul>	<p>MW said new board costs approx £50  GG to look at ordering to save on VAT (FOSS to repay school)  GG suggests relocation of board as not noticeable in current position.  SR suggested a brighter board would be a good idea  MW suggested FOSS logo one.</p>
14.	<b>Any other matters?</b>	<p>LA to finish and bring in suggestion box</p> <p>CB to draft thankyou letter to Colin@Durman Stern for kind donation of high vis vests.</p> <p>SR suggested 'Here to help' badges for all FOSS members at events to identify us.</p> <p>CB to sort posters for upcoming events</p>