**MINUTES OF FOES COMMITEE MEETING**

**Registered Charity Number: 1130129**

**30th April 2015 – 7.15pm**

**Present**
Jolie Ramage, Debbie Brindle, Nikki Sedgwick, Sarah Welton, Anita Burgess, Liane Foulger, Lisa Smith,  Helen Shaw,  Claire Knott, Angela Brown, Heidi Orsler, Rachael Bentley, Joanne Payton, Emma Cross, Kelly Raymont,

**1. Apologies**
Faye Booth, Christina Andrews, Lucy Mills, Anna Sasse, Natalie Brown, Gina Claisse, Alison Jones.

**2. Minutes from last meeting:**

Agreed

**3. Matters Arising:**
**3.1 Committee and trustee positions**
Jolie confirmed that there will be a number of vacant trustee positions from October. Rachael and Liane said they would be interested in being a trustee. Rachael will take over from Debbie this term. Debbie will sort out the relevant forms.

There are also some committee members becoming vacant from October - Vice Chair, Secretary and Treasurer.

We don’t need to decide this immediately. Positions can be taken by other non-committee members. The nominees will then have to be formally voted for and elected at the AGM in October.

Job descriptions for roles will be put on both the FOES website and the school website.

Claire and Joanne confirmed they would be interested in being Secretary and Treasurer respectively. Heidi confirmed that the Vice chair role could be shared.

It was also confirmed that the Chair and Treasurer automatically become trustees.

**3.2 Events and fundraisers**
**Feedback**

**Dream catcher photos-** We raised £120 from the sittings and will also make commission on photos but we don't know how much yet.

Thank you to Dawn for arranging.

The **Easter Egg hunt** was very successful. We made £216. Winner will be announced this Friday. Preschool also made some money on this as we gave them the money from their ticket sales.

Thanks to Corrinne, her mum and Jolie for coordinating.

**3.3 Adventure island.**

Jolie confirmed that we have just received delivery of the new bands, but the ticket price has gone up. These will be on sale in time for the bank holiday. New posters and sheets are already up in reception. Thank you Nikki for the posters. Sales are almost double on last year. Faye is no longer using the phone so contact is just via email or Facebook or hard copy forms available in reception.

Jolie confirmed that we are also looking to have a dedicated post box in reception for adventure island.

**3.4 Disco - Thursday 21st May**

Rachael confirmed that Brad is booked. We have enough drinks but need some more crisps. Nikki has done posters. Thanks Nikki. Need volunteers who can let Rachael know via Facebook or via the form in reception. We need 10/12 helpers for each disco including people with CRB checks.

Heidi is organising the reception disco. Volunteers for this one to let Heidi know.

Need volunteers to set up hall before the reception disco. Please let Rachael/Heidi know.

Heidi will send the risk assessment/room booking forms to Rachael.

Thank you Rachael and Heidi.

**3.5 Camping**
A new date has been set for this new event of Saturday 11 - Sunday 12 July.

The site will be open from 2pm for non-helpers so we need to set up from 11am. Campers will need to leave the site on Sunday by 10/11 am. We will have some activities during the afternoon and evening and food and drink available. The group agreed to leave the sub-committee to arrange the detail!

Sub-committee: Claire, Heidi, Emma, Angela, Nikki, Liane, Jolie, Jo. First meeting Friday 1 May, 1.30pm at Jolie's House.

**3.6 Ice lollies**

We currently need a plug socket in the cupboard otherwise we cannot use the freezer. Steve is sorting this out. Hopefully will be able to run after May half term until end of term. An announcement will be confirmed on school comms.

**3.7 Easy fundraising**

Donations have dropped recently, which we think is because we are just not promoting it much anymore. Nikki kindly volunteered to do take on the role of plugging on Facebook regularly and putting up posters occasionally. Thanks Nikki, again!

Helen will also ask Gill to add a link to every school comms email. Helen will also promote to staff and governors.

**3.8 Father's Day**

The Father’s Day Secret Shop will take place on Thursday 18 June in the morning and all day Friday 19 June. Jolie will lead this – if you can help please let Jolie know.

**3.9 New fundraisers**

* **Comedy nights -** we are looking to do an evening in the school hall in January. Jolie is following up a contact. Sarah will also ask one of her friends who is on the comedy circuit.
* **Item loans** - Jolie would like to look into this some more regarding the opportunities to loan out school/FOES equipment.
* **Coin trail** - Helen confirmed we could do this probably in July. This would involve children bringing in change and laying it in a chain to see how long we can make it. The money in the chain would then be donated to FOES. Decided that we would challenge other schools PTAs as well to see who could make the longest chain / raise the most money etc. Also suggested asking The Focus to act as independent adjudicator.

Helen is going to ask the other head teachers. Claire and Rachael to organise the paperwork.

* **Quiz night - Friday 25 September** - Lisa confirmed that she has booked up Champions Manor Hall. Lisa is going to sell tickets from July as not much time after the school holidays.
* **Dance workshop in holidays** - Angela's cousin is really interested and can do any dates in the summer holidays, up to a maximum of 32 children or for younger ones, 15-20. We will need some FOES volunteers for refreshments and toilet duty. Helen suggested he choose themes and age groups. We will give him some suggested dates.

**3.10 Project funding**
**Tablet computer update**

Helen confirmed that phase leaders are going to promote the use of the tablets within their own groups. Year 6 will be using them as much as possible after SATS and there will be lots more opportunities to use them from September.

Jolie confirmed we should have the funds to be able to buy some more over summer.

**Reception (RH) canopy**

This has now gone up and the school are really appreciative to FOES for funding this.

**3.11 Communication**
**Class reps**
Jolie confirmed that there is the functionality on the new FOES website to nominate up to four parent reps per class who could coordinate the communication amongst that class. All thought this was a good idea so Jolie will arrange to have this put on school comms to ask for nominations.

**New intake days**
Helen confirmed that the school has a full intake of 60 all of which are first preferences. We need a few volunteers to come along and chat about work FOES does. Parents meeting is 14th May at 7pm.

We discussed having a drinks related social event for new parents/carers. Helen suggested inviting the governors as well. Date agreed is Thursday 4 June 7:30pm until 10pm. Jolie will lead.

Nikki is going to do a leaflet ready for packs on 14th May. The event needs to have as many FOES members as possible to attend from 6.30pm. Also another opportunity to sell uniform.

**4. Meeting Dates**

Next meeting – Weds 17 June at 7.15pm in Staff Room.

**5. Financial update**
Lisa confirmed that the current balance is £1213.56.

**6. Any Other Business (AOB)**
**Inflatables Day** is on 3rd July. Inflatables day sub-committee will have their first meeting on 15 May - straight after morning drop off at Heidi's house.
Heidi will lead sub-committee with Angela, Emma, Anita, Jolie and Nikki. Lisa and Deb to be kept in the loop. (Rachael will do teddies)

**Weeding the flower bed** - Anita volunteered to weed the FOES flower bed. Longer term the school is also looking for regular volunteers to help with basic gardening. Anybody who is interested is to contact Helen. The Committee also thought that this would be a good thing to mention at the next Harvest Festival.

**FOES T-shirts** - Kelly reminded those who have had t-shirts to make sure they have given their money to Lisa. A few people also asked Kelly for a new one. T-shirts cost £11.

**Clothing bank** - Helen confirmed that the Premises Committee wanted to do a proper survey and are researching the options.