**MINUTES OF FOES COMMITEE MEETING**

**Registered Charity Number: 1130129**

**Wednesday 17th June, 2015 – 7.15pm**

**Present:** Liane Foulger, Angela Brown, Lucy Mills, Anna Sasse, Heidi Orsler, Helen Shaw,

Kay Bennett, Jo Payton, Jolie Ramage, Claire Knott, Faye Booth

**1. Apologies:** Alison Jones, Christina, Lisa Smith, Debbie Brindle, Sarah Welton, Anita Burgess, Nikki Sedgwick

**2. Minutes of Last Meeting**

Agreed

**3. Matters Arising**

**Committee & Trustee positions**

Treasurer, Vice Chair and Secretary positions are vacant from September. Vice chair post may be shared between a few people.

*Action: Jolie to post job descriptions on the website.*

**Events/Fundraisers – Feedback**

* **Disco**

Thanks to Rachael the discos all ran really smoothly. The reception disco was very good but it was decided that this should be increased to one hour. The noise levels were fine.

* **Adventure Island**

There are 32 junior mini tickets left and 83 big tickets in the safe. The ‘set’ tickets include 4 wristbands, 4 meal vouchers, 4 sealife centre tickets. These sets should be promoted on the weekly email. People should be advised to purchase for summer now. If need to can order more. Warn people they need to be ordered in advance ideally as Faye is not able to guarantee getting tickets to people at short notice.

* **New Intake Day**

Only two new parents turned up. Possibly have a stall at all events to promote FOES e.g. pre-school open day.

**2015 Events/Fundraisers**

* **Father’s Day Shop**

Father’s Day shop will take place on 18th and 19th June.

* **Sport’s Day**

The date for sport’s day is 24th June. FOES to sell refreshments to parents and provide children with an ice lolly. Freezer to be plugged in Mrs Lovett’s office.

*Action: Jolie to put an email out for helpers.*

* **Coin Trail**

This will take place on 2nd October.

* **Inflatable Day**

Information going out in book bags this week. Angela to control BBQ as she has a food hygiene certificate. Still 60 helpers slots to fill. Jolie to put a note in the teacher’s pigeon holes asking them to volunteer on the PTA website. New games - Helen agreed to the Nerf gun game. Angela to bring a camping gazebo and curtains to contain the bullets. Wine or water game also agreed by Helen. Adults only and any winners to collect the wine at the end of the day.

If anyone has any 6ft trestle tables or camping tables that FOES could borrow please bring them. Second hand toys and books are required. Jolie to remind people to pre-order food as hot food will not be available unless purchased in advance.

*Action: Jolie to put note in teacher’s pigeon holes and remind people to pre-order food*

* **Camping**

Approx 20 pitches have been sold. Claire to write a letter to the neighbours informing them of this event and reassuring them that lights out will be at 10pm.

*Action: Claire to write letter to neighbours*

* **Ice Lollies**

In order to provide ice lollies on Friday afternoons a plug socket is required in the cupboard. Once Steve has set this up we can provide these.

* **Summer Workshops**

Angela’s cousin is unable to run this. Sarah to contact her step daughter to see if she is available. If it goes ahead people will need to access school via junior playground as work is being done to the car park in the holidays.

*Action: Sarah to speak to her contact*

* **Clothing Bin**

Full survey and risk assessment required. Heidi to contact the company providing the bin to see if they could provide any details which would help with this.

*Action: Heidi to contact clothing bin supplier*

**New Fundraisers**

* **Comedy Night**

Date proposed either Friday 29th or Saturday 30th January. Jolie to let Sarah know the dates so that Sarah can contact her friend who is a comedian to check availability.

*Action: Jolie and Sarah*

* **Item Loans**

All items available for loan should be listed on the website with a price and dates available for loan.

It was agreed that the new intake’s settling in session on 15th July would be a good time to ask new parents to sign up to the PTA website. Helen mentioned that an icon for the PTA website could be put on the Elmwood website. Jolie to ask Christina to put a link from the parents forum to the PTA website. Lucy, Angela, Anna and Heidi and possibly Jo agreed to attend the new intake meeting to encourage new parents to sign up to website, sell pre-loved uniform etc. Teas and coffees to be served in the conference room. Corridor to be blocked off to avoid children coming through. FOES helpers required from 1pm.

*Action: Jolie to list loan items on website, Helen to ask office to link PTA website to Elmwood page*

* **Circus**

The committee all supported the idea of having a Circus. Helen suggested there could be literacy and maths themed workshops all linked in to circus skills. Liane suggested using the up and coming circus people used at Marsh Farm last year.

* **Quiz Night**

This has been booked on Friday 25th September at Champions Manor Hall.

**Project Funding**

* **Tablet Computer Update**

Helen is very pleased with the ipads. Usage has gone through the roof. Helen is confident that when each teacher has 6 they will be used on a daily basis. The types of things the ipads have been used for are mathletics, sumdog, researching Kenya. Jolie to apply for funding from her workplace who issue up to £3000 for school projects.

*Action: Jolie*

* **RH Canopy**

The first canopy ripped so Jolie organised got a replacement. The replacement canopy has sagged so is not suitable. Jolie ageed to sew the first one up. Dave will try and get a refund.

**Meeting Dates**

Wednesday 16th September 2015, 7.15pm. AGM Wednesday 21st October, 6pm.

**Financial Update**

Current bank balance is £2643.94.

**A.O.B**

Faye & Kay to clear the paper cupboard.

Christmas cards – Anna mentioned we will be using a different company this year. A proof is sent out to parents to agree the design. Helen to arrange an art week in September. Anna will also run it for pre-school Little Learners too. The company being used also do gift wrap, thank you notes, writing pads etc. Same cost to the parents as last year. Parents can request extra forms so that children can do extra designs at home.

*Action: Helen to arrange art week*

Helen to check about the 200 club to see if there are spaces for people to join and how people go about joining.

*Action: Helen*

Liane to research Christmas tree companies as the previous contact is no longer in existence.

*Action: Liane*