**FOGWA Meeting Minutes 13th January 2016**

**Present**

Katie Flamman, Julia Chandler, Debbie Baty, Lisa Butler-King, Simon Richardson Chantal Lardner, Silke Hein

**Apologies**

Ruth Barton Anderson, Tracey Williamson, Elena Knight.

**Minutes of previous meeting**

Approved and (possibly?) signed

**Christmas Bazaar debrief**

* Some feedback about crowding which some parents found off-putting. Suggestion to change schedule: could we do 1 hour for pre-prep first, then 1 hour for Years 3-8?
* Concerns raised about amount of cash floating around on the day: could we invest in a cashbox or till to keep the overflow safe during the event.
* Need more money pouches or mini cashboxes (around 15).
* **JC will look at equipment needed and procedure.**

**Calendar Feedback**

* Nearly all sold, a handful left but concerns about cost; also comment about position of hole (too close to edge).
* Lower price down to £8; also
* Need more photos
  + Organise photo competition for children?
  + Fogwa members to take photos at matches?

**Fogwa Quiz Night**

* Change to quiz only i.e. no food; people to bring in food/drinks; there still will be a bar. This will allow to:
  + Lower price: £5
  + Change venue to Chapel
* Mr Wooding takes over the Quiz master role.

**Fogwa Ball**

* Tickets £80 but concerns this will not be enough to cover cost…
* **All: Need to think about big auction prizes**

**Fundraising Target**

* Sports Pavilion on hold at the moment; we need to spend that money!
* Ideas: Tree house extension; Challenge course improvement; Library books; should we open requests to parents?
* **Discuss with Mr Baty**
* **Spend at least ½ of the money now.**

**New Website template feedback:** [**www.pta-events.co.uk/fogwa**](http://www.pta-events.co.uk/fogwa)

* Katie showed the new website and how to use for FOGWA members/ parent/
* Some of us need to volunteer to help with managing the site: named administrator for the whole site, or for single event..
* Many options looked in:
  + parents can volunteer for events by using “can You help”
  + buy tickets for events online via paypal, then print them (unfortunately print out is standard and not events specific .
  + sponsors: parents who have business or external businesses
  + downloading stuff: certain formats only (JPEG 1000x250 limit).
* **Debbie will look at the website and show it to team and Colin.**
* **We need more photos for the gallery (have to have copyright)**
* **All: register as normal parents, go to “my account” and add your picture (yes, everyone!);**

**AOB**

Fogwa Room needs clearing**: Ruth, Chantal, Silke, Julia will liaise and organise.**

**Date of next meeting : Wednesday 3rd February 7.30pm**

Signed……………………………………………………..

Date………………………………………………………..

CL 31.01.16