10 Jan. 24

**GENERAL FOWSA MEETING**

**Attendees**: Suz P.C., Melissa Wylie, Jamie Wheatcroft, Sharon Turley, Lou Gibson

**Apologies**: Vicky Connolly

* Make a point to advertise future meetings so parents cannot complain about having input
* Next meeting: Tues 6th February, 8pm at the Crosshouse

**Upcoming Events**

**Disco – Friday, 26th January**

* Times: Infants (Rec-Y2) 4-445, Juniors (Y3-Y6) 5-6
* DJ Alex confirmed, price £200, paid in check on the day
* Need 10 volunteers per disco
	+ Suz, Melissa, Jamie – help whole time,
	+ Sharon – Set up and infant disco
* Online ticket sales – (£4 each but no physical ticket; 100 limit each disco per school health/safety rules)
	+ Info to include: allergies, volunteers, arrive early, refreshments and glow stuff for sale
	+ Sale window: midnight Friday 12th Jan – midnight Friday 19th Jan
* Glow sticks made up prior to disco and handed to each child on entry
* Dismissing: dismiss on site, no need to confirm against lists as long as child recognizes adult
* Refreshments: crisps,sweets, drinks (would like all to be priced at £1 but shopping will determine final cost)
* Glow Items for sale (all were purchased by Lou at meeting and she was already reimbursed)
	+ 300 glowsticks – free to each attendee
	+ All following items for sale at £1 each: 150 glasses, 100 hair braids, 90 hair bobbles, 108 wands
* **AOB :**
	+ Suz to send out FOWSA WhatsApp about volunteers
	+ Posters: Sharon create, Lou print, put up in noticeboards
	+ Sharon send school disco flier to email to all
	+ After sales close, Suz to get list together so we can shop, & Jamie will print list
	+ Jamie check cupboard next Wednesday, 17th, for stock
	+ FOWSA to complete risk assessment (allergies, choking risk, stage area monitored by volunteers/DJ)
	+ Trial run of popcorn machine – if successful we can sell popcorn at disco (£1 per bag)

**Non Uniform Day – Friday 1st March**

* All classes to bring in a chocolate egg to go towards Easter Bingo
* **AOB:**
	+ Confirm change of date with school - Sharon
	+ Sharon – send email 19th Feb to advertise non uniform day, reminder on 29th Feb

**Easter Bingo – Friday 22nd March**

* Sales – midnight 1st March to midnight 15th March, price TBD
* Doors at 4pm, eyes down 430, finish 630?
* 100 person limit – each attendee needs a ticket and children must be accompanied by an adult
* Raffle any remaining Easter eggs end of night using a random number generator
* Need to delegate tasks: Callers, helpers, door greater/ticket checker, refreshments
* Refreshments – keep simple, ie. Drinks, crisps, sweets, biscuits, etc.
* **AOB**
	+ Sharon – Bingo poster
	+ Confirm timings with school
	+ FOWSA – complete risk assessment, use last year’s as a guide