

FOSP Committee Meeting Minutes

Date:	Monday 09 th January 2017
Attendees:	<ul style="list-style-type: none"> ▪ Kerry Lander (KL) ▪ Sarah Young (SY) ▪ Jane Higgins (JH) ▪ Liz Dickinson (LD) ▪ Rachel Sharp (RS) ▪ Mark Lindsay (ML)
Apologies from:	<ul style="list-style-type: none"> ▪ Laura Conroy (LC) ▪ Caroline Watson (CW)
Copies to:	The above, school website
Previous Meeting:	AGM - Monday 7th November 2016
Agenda	<ol style="list-style-type: none"> 1. Apologies 2. Previous minutes/actions 3. Handover of roles <ul style="list-style-type: none"> ○ Trustee details 4. Barwick and Scholes Community Fund update 5. Fundraising goals 2016/2017 <ul style="list-style-type: none"> ○ Running track ○ Quick win targets 6. Communication <ul style="list-style-type: none"> ○ Notice board ○ Newsletter 7. Financial update 8. SSP update 9. Events planning <ul style="list-style-type: none"> ○ Feb disco ○ Other regular events ○ Bag2school 10. Date of next meeting <p>⊞11. AOB</p>

Formatted: Bullets and Numbering

1. Key Notes

Agenda Item No.	Notes
1	Apologies Apologies from LC and CW
2	Previous minutes/actions Not available at meeting. See action 0901-1

3	<p>Handover of roles</p> <p>Handover of Treasurer from KL to SY is in progress Other roles now mostly transferred – see action 0901-1</p> <p>Trustee details</p> <p>All official posts (Chair, Treasurer and Secretary) must be named as Trustees so need to provide details to KL. This is optional for non-official committee members. Also agreed to share/confirm email addresses/mobile numbers for committee communications. See action 0901-2</p>
4	<p>Barwick and Scholes Community Fund update</p> <p>KL confirmed that FOSP have been successfully awarded £2,500 for the purchase of additional musical instruments. KL to follow up with school – see action 0901-3 and 0901-4</p>
5	<p>Fundraising goals 2016/2017</p> <p>Running track</p> <p>ML updated that school have suggested alternative target as some concerns were raised at AGM regarding a second large sports focussed project following straight on from the Pool. The alternative being guided reading books, however school recognise this is not 'wow' factor target and the committee agreed, noting many parents regard books and other learning materials as core provisions from school budget.</p> <p>Expectations were discussed regarding a running track project and it was agreed that FOSP do not have the capacity to run large projects regularly (the Pool campaign being an exception due to its origins and popularity/position in community). As such, school would need to manage the running track project and FOSP will contribute profits as the project was nearing completion (to mitigate issue of having to return funds specifically raised in the event the project folded). It was felt this was most likely to be next academic year.</p> <p>Also discussed was the possibility of school considering a MUGA type pitch rather than a track to increase variety of sports available.</p> <p>Quick win targets</p> <p>Various possibilities were discussed but ML to confirm with school – see action 0901-5</p>
6	<p>Communication</p> <p>Notice board</p> <p>RS agreed to own the notice board at the school gate and ensure it is kept up to date – see 0901-6</p> <p>Newsletter</p> <p>It was agreed to produce a FOSP newsletter to be issued each half term following the committee meeting. KL agreed to own this – see action 0901-7</p>

6	<p>Financial update</p> <p>Full details not available from KL due to computer issues.</p> <p>Christmas events discussed, suspect that takings were down on last year but awaiting confirmation after comparison with last year's figures</p> <p>Paying in book now with SY</p> <p>See also action 0901-8</p>
7	<p>Pool update</p> <p>Current total stands at £35,000 with 2-3 grant applications still pending</p> <p>Work on the pool commences tomorrow (Tues 10th Jan). This is the physical pool refurbishment, the additional funds to raise are for further improvements to the surroundings (changing facilities, tiling/decorating etc)</p> <p>***UPDATE: following the meeting, it was confirmed on Tuesday 10th Jan that SSP had won the Aviva Community Fund award of £10,000 taking the total to just over £45,000***</p>
7	<p>Events planning</p> <p>The following events were agreed:</p> <ul style="list-style-type: none"> • School disco – Friday 3rd Feb - JH to be event leader • School disco – Friday 24th March – RS and LD to be event leaders • School disco – Friday 14th July – event leader TBC <p>See action 0901-1</p> <ul style="list-style-type: none"> • A family BBQ event was discussed for May, hopefully to celebrate the Pool's progress – to be discussed further at next meeting • Another quiz night at the Village Hall was also discussed – see action 0901-9
8	<p>Date of next meeting</p> <p>Monday 27th February, 6.30pm, The Buffers</p>
9	<p>AOB</p> <p>ML noted that there have already been conversations with the Y5/6 staff regarding Leavers presents/events. To be discussed further at next meeting.</p>

2. New Actions

No.	Action	Owner	Target Date	Status
0901-1	Speak to LC to confirm:	KL	31/01/17	New

No.	Action	Owner	Target Date	Status
	<ul style="list-style-type: none"> • Availability to help with stock runs • Block booking DJ • Minutes/actions from AGM 			
0901-2	a) Send name, address and DOB details to KL for Trustee information b) Send email address and/or mobile numbers to KL to circulate to committee members for FOSP communications	a) JH/SY (All – optional) b) All	31/01/17	
0901-3	Confirm school contact for music to KL	ML	13/01/17	
0901-4	Speak to school contact to discuss taster sessions and/or musical instrument preferences	KL	27/02/17	
0901-5	Confirm quick win fundraising targets for this year	ML	27/02/17	
0901-6	a) Update noticeboard b) Provide SSP update for the noticeboard	a) RS b) LD	31/01/17	
0901-7	Discuss FOSP newsletter with school including specific paper (vibrant colour)	KL	31/01/17	
0901-8	Confirm Santa Letter costs with Jon Bliss	KL	27/02/17	
0901-9	Confirm whether P Smith is happy to arrange a quiz night	JH	27/02/17	

2. Open Actions

No.	Action	Owner	Target Date	Status
	To be confirmed with LC if any to transfer over from AGM – see action 0901-1			