

FOSP Committee Meeting Minutes

Date:	Monday 27 th February 2017
Attendees:	<ul style="list-style-type: none"> ▪ Kerry Lander (KL) ▪ Sarah Young (SY) ▪ Jane Higgins (JH) ▪ Liz Dickinson (LD) ▪
Apologies from:	<ul style="list-style-type: none"> ▪ Laura Conroy (LC) ▪ Caroline Watson (CW) ▪ Rachel Sharp (RS) ▪ Mark Lindsay (ML)
Copies to:	The above, school website
Previous Meeting:	Monday 09 th January 2017
Agenda	<ol style="list-style-type: none"> 1. Apologies 2. Previous minutes/actions 3. Financial update 4. Events planning <ul style="list-style-type: none"> ○ Discos ○ Other events 5. Date of next meeting 6. AOB

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1. Key Notes

Agenda Item No.	Notes
1	Apologies Apologies from LC, CW, ML and RS
2	Previous minutes/actions Minutes from 09/09/17 agreed as accurate. Actions reviewed and updated – see Actions section below.
3	Financial update SY confirmed takings from Feb Disco were £619.02 £10,000 award from Aviva Community Fund for SSP has also been received LD confirmed £5,000 from George Moore Trust has been requested as per the conditions of the award to SSP.

4	<p>Events planning</p> <p>Discos:</p> <ul style="list-style-type: none"> • School disco – Friday 24th March – RS and LD to be event leaders • School disco – Friday 14th July – event leader TBC <p>It was agreed that Event Leaders will be responsible for stocktakes prior to discos and for organising trips to wholesalers where required. To help committee members who have less experience in this side of events, an updated 'guide' to running Discos will be produced and circulated – see action 2702-01. For March disco specific actions, see 2702-02 to 2702-05</p> <p>Other events:</p> <ul style="list-style-type: none"> • BagsToSchool – it was agreed to defer arranging this as uptake was not high last time and there are other events planned - see below. • A family BBQ event was discussed again with a suggested date of June/July once firmer dates for the pool reopening are known. To be discussed further at next meeting • Another quiz night at the Village Hall was also discussed and agreed to be a good idea, target of May to raise money for FOSP rather than SSP specifically – see open action 0901-9 • Copper Contest – it was agreed to run another Copper Contest with each class (12 in total) competing to see who can raise the most money. Classes get to keep their collections to use to purchase additional materials as they like. The class raising the most gets an additional £20 from FOSP as a prize. Contest to run after Easter holidays until May half term – see action 2702-06 • Foreign coin collection – it was agreed to put a tub in Reception to collect any foreign coins people may have. To be mentioned in FOSP newsletter – see action 2702-07
8	<p>Date of next meeting</p> <p>Monday 24th April, 6.30pm, The Buffers</p>
9	<p>AOB</p> <ul style="list-style-type: none"> • Discussed previous AOB notes re: ML noting that there have already been conversations with the Y5/6 staff regarding Leavers presents/events – see action 2702-08 • Agreed standing agenda as per this meeting: <ol style="list-style-type: none"> 1. Apologies 2. Previous minutes/actions 3. Financial update 4. Events planning <ul style="list-style-type: none"> ○ Discos ○ Other events 5. Date of next meeting 6. AOB <p>Other items to be added as required for each meeting</p>

2. New Actions

No.	Action	Owner	Target Date	Status
2702-01	Update Disco 'guide' including specifics for sweets and drinks	JH (KL to provide sweets/drinks details)	10/03/17	NEW
2702-02	Purchase finger lights to sell alongside glowsticks at discos	KL	17/03/17	NEW
2702-03	Stocktake sweets, drinks and tattoos for Easter Disco	LD & RS	17/03/17	NEW
2702-04	Organise purchase of additional sweets, drinks and tattoos as required	LD & RS	17/03/17	NEW
2702/05	Speak to DJ re: fewer games at KS1 disco following feedback	LD & RS	24/03/17	NEW
2702-06	Arrange Copper Contest to run after Easter until May half term Provide collection tub for each class and update previous posters/flyers	CW? LD	24/03/17	NEW
2702-07	Mention Foreign Coin collection in FOSP newsletter and provide collection tub for Reception	KL	10/03/17	NEW
2702-08	Confirm plans/expectations re: Leavers presents/events	ML	24/03/17	NEW

3. Open Actions

No.	Action	Owner	Target Date	Status
0901-4	Speak to school contact to discuss taster sessions and/or musical instrument preferences 27/02/17: KL has spoken with Karen Hague and is arranging for Roundhay Music to come to school to demo various instruments, probably during an assembly.	KL	24/04/17	OPEN
0901-5	Confirm quick win fundraising targets for this year	ML	24/04/17	OPEN
0901-6	a) Update noticeboard b) Provide SSP update for the noticeboard 27/02/17: RS has updated the noticeboard but LD has additional/updated information to resend plus poster for the Easter Discos	a) RS b) LD	17/03/17	OPEN
0901-7	Discuss FOSP newsletter with school including specific paper (vibrant colour) 27/02/17: JH advised she had been contacted about FOSP providing newsletter contribution for main school newsletter. KL to clarify with school and either provide contribution or produce FOSP specific one.	KL	17/03/17	OPEN

No.	Action	Owner	Target Date	Status
0901-9	Confirm whether P Smith is happy to arrange a quiz night 27/02/17 : Target date = May	JH	24/04/17	OPEN

4. Closed Actions

No.	Action	Owner	Target Date	Status
0901-1	Speak to LC to confirm: <ul style="list-style-type: none"> • Availability to help with stock runs • Block booking DJ • Minutes/actions from AGM 	KL	31/01/17	CLOSED
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/S Y (All – optional) b) All	31/01/17	CLOSED
0901-3	Confirm school contact for music to KL	ML	13/01/17	CLOSED
0901-8	Confirm Santa Letter costs with Jon Bliss	KL	27/02/17	CLOSED