

# FOSP Meeting Minutes 26/02/18

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|--------------------------|---|
| <b>Date:</b>             | Monday 26 <sup>th</sup> February 2018   |
| <b>Attendees:</b>        | <ul style="list-style-type: none"> <li>▪ Jane Higgins (JH)</li> <li>▪ Laura Conroy (LC)</li> <li>▪ Kerry Lander (KL)</li> <li>▪ Nichola Barker (NB)</li> <li>▪ Mark Lindsay (ML)</li> <li>▪ Linda Hsiao-Hick (LHH)</li> </ul>   |
| <b>Apologies from:</b>   | <ul style="list-style-type: none"> <li>▪ Elizabeth Dickinson (ED)</li> <li>▪ Caroline Watson (CW)</li> <li>▪ Sarah Young (SY)</li> <li>▪ Rachael Sharp (RS)</li> <li>▪ Sarah Beevers (SB)</li> </ul>  |
| <b>Previous Meeting:</b> | Monday 8 <sup>th</sup> January 2017   |
| <b>Agenda</b>            | <ol style="list-style-type: none"> <li>1. Apologies</li> <li>2. Previous minutes/actions</li> <li>3. Financial update</li> <li>4. Events planning               <ul style="list-style-type: none"> <li>○ Discos</li> <li>○ Other events</li> </ul> </li> <li>5. Date of next meeting</li> <li>6. AOB</li> </ol> |

## 1. Key Notes

| Agenda Item No. | Notes  |
|-----------------|--|
| 1               | <b>Apologies</b><br>Apologies from ED, CW, SY, SB and RS               |
| 2               | <b>Previous Minutes/Actions</b><br>Actions discussed and updated below |

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|---|--|
| 3 | <p><b>Financial update</b></p> <ul style="list-style-type: none"> <li>• Takings from Christmas Disco = £706. This is approximately 20% down on the End of Year disco. Comparison to last year's Christmas disco to be confirmed at next meeting.</li> <li>• Takings from Storytime with Santa = £353.50. Profit to be confirmed at next meeting.</li> <li>• Costs for Letters to Santa (£43.30) paid to J Bliss</li> <li>• £3,000 received from Barwick and Scholes Community Fund. This is for playground signage. (see action 2602-01)</li> </ul> <p>Discussed handover from KL to LHH. Agreed target date of May half term with LHH then leading as Treasurer in final half term (KL providing support). (see action 2602-02)</p> <p>Remaining pool monies discussed – agreed that remainder should be handed over to school to provide for repairs/maintenance. (see action 2602-03)</p> <p>KL to confirm if £250 lump sum for Pride in Presentation assemblies has been transferred to school, as well as initial payment to fund electronic system for library. (see action 2602-04)</p> |
| 4 | <p><b>Events and Fundraising</b></p> <p>Easter Disco (KL) and End of year disco (ED, RS and SB).</p> <p>ML raised that School Council are running a Copper Contest to raise money for the school charity/school. We need to understand timescales and details and decide whether to postpone our campaign (see action 2702-06)</p> <p>JH raised idea of asking parents, possibly by phase or key stage, whether they would be prepared to form sub groups to arrange events – similar model to the Village Quiz Nights. To be mentioned in newsletter and on Facebook page. (see action 2602-05 and 2602-06)</p> <p>Suggestion to send communications to all parents re: matched funding. To be included in FOSP newsletter/update and on Facebook page. (see action 2602-05 and 2602-06)</p> <p><b>Schedule of events for coming academic year</b></p> <p>Discos – Easter (23<sup>rd</sup> March) and End of Year (13<sup>th</sup> July)</p> <p>Copper contest – Spring Term - TBC</p> <p>Village Quiz – TBC (see action 2711-05)</p>   |
| 5 | <p><b>Date of next meeting</b></p> <p>Monday 23<sup>rd</sup> April 6.30pm – 8.00pm, Buffers</p> <p>Remaining dates for FOSP meetings in the coming year confirmed as:</p> <ul style="list-style-type: none"> <li>• Monday 4<sup>th</sup> June</li> </ul>   |
| 6 | <p><b>AOB</b></p> <p>Check school have events and committee meeting dates and include in school newsletter (see action 2602-07)</p>  |

## 2. New Actions

| No.     | Action  | Owner | Target Date | Status |
|---------|---|-------|-------------|--------|
| 2602-01 | Email application form and/or links to websites for playground signage to ML  | KL    | 23/04/18    | NEW    |
| 2602-02 | Handover Treasurer activities to LHH  | KL    | 25/05/18    | NEW    |
| 2602-03 | Check with school for outstanding pool expenditure and agree/arrange transfer of remaining monies to school to cover repairs/maintenance                        | KL    | 23/04/18    | NEW    |
| 2602-04 | Confirm if £250 lump sum for Pride in Presentation assemblies has been transferred to school, as well as initial payment to fund electronic system for library  | KL    | 23/04/18    | NEW    |
| 2602-05 | Confirm with school frequency of FOSP newsletter/update.<br>In next newsletter – mention idea of sub groups taking on and organising events and matched funding | JH    | 23/04/18    | NEW    |
| 2602-06 | Following FOSP newsletter - update main Facebook page with idea of sub groups taking on and organising events and matched funding                               | CW    | 23/04/18    | NEW    |
| 2602-07 | Check school have events and committee meeting dates are included in school newsletter  | JH    | 23/04/18    | NEW    |

### 3. Open Actions

| No.      | Action   | Owner | Target Date | Status |
|----------|--|-------|-------------|--------|
| 0801-01  | Check no issue with school/insurance about FOSP “appointed person”/anyone using first aid kit at disco in absence of official First Aider<br><br><b>26/02/18</b> – ML confirmed that Miss Hague would prefer to have a First Aider present and has suggested the school teaching assistants as potentially able to provide this cover. ML has approached TAs with TOIL offer for time spent at discos. ML to provide update on uptake at next meeting. | ML    | 23/04/18    | OPEN   |
| 0801-03  | Check other grants we can apply for to help with fundraising for library<br><br><b>26/02/18</b> – Apologies from SB so no update   | SB    | 23/04/18    | OPEN   |
| 3010-01  | Confirm whether new parent volunteer can match fund Halloween disco<br><br><b>26/02/18</b> – CW to update<br><b>08/01/18</b> – CW to update  | CW    | 23/04/18    | OPEN   |
| 3010-04b | Add other FOSP members as admin to main FOSP page<br><br><b>26/02/18</b> – CW advises she is unable to add members to admin as she doesn’t have full permissions. KL may have created page so is going to check whether she can add  | KL    | 23/04/18    | OPEN   |



| No.     | Action  | Owner                            | Target Date | Status |
|---------|---|----------------------------------|-------------|--------|
|         | <p><b>08/01/18</b> – Arranged for Spring Term, Tubs to source and letters to go out.</p> <p><b>27/11/17</b> – LD to discuss with CW</p> <p><b>10/09/17</b> – suggested for Spring Term, dates TBC</p> <p><b>12/06/17</b> – Due to time constraints, agreed to move this until Autumn term</p> <p><b>02/05/17:</b> KL to discuss with CW and LD to progress</p>  |                                  |             |        |
| 2702-07 | <p>Mention Foreign Coin collection in FOSP newsletter and provide collection tub for Reception</p> <p><b>26/02/18</b> – KL confirmed coin collection is also for obsolete coins and will remain open as collection is weight based. Agreed to mention to parents/children in run up to Easter holidays.</p> <p><b>08/01/18</b> – KL to confirm if scheme is complete and total raised</p> <p><b>27/11/17</b> – KL to confirm if scheme is complete and total raised</p> <p><b>10/09/17</b> – KL to arrange for reminder to be sent out</p> <p><b>02/05/17:</b> KL to action and include in FOSP newsletter</p>  | KL                               | 23/04/18    | OPEN   |
| 0901-6  | <p>a) Update noticeboard<br/>b) Provide SSP latest posters/updates for the noticeboard</p> <p><b>26/02/18</b> – Board still broken. NB to ask her husband to take a look and see if he can repair</p> <p><b>08/01/18</b> – School still to repair board.</p> <p><b>27/11/17</b> – Noticeboard is broken, reported to school</p> <p><b>30/10/17</b> – RS to put calendar of events and FOSP meetings onto notice board</p> <p><b>10/09/17</b> – RS to put poster for Quiz Night and updated calendar of events/FOSP meetings onto noticeboard – see action 1009-07</p> <p><b>12/06/17</b> – Agreed to leave as ongoing action</p> <p><b>02/05/17:</b> RS to contact school office for copy of new school logo to update FOSP logo and then noticeboard. LD to provide End of Year disco posters</p> <p><b>27/02/17:</b> RS has updated the noticeboard but LD has additional/updated information to resend plus poster for the Easter Discos</p> | <p>a) RS<br/>b) ED</p> <p>NB</p> | ONGOING     | OPEN   |
| 2711-05 | <p>Confirm whether Village Quiz group are prepared to hold another this academic year</p> <p><b>26/02/18</b> – JH to discuss with group and confirm at next meeting</p>   | JH                               | 23/04/18    | OPEN   |

#### 4. Closed Actions

| No.      | Action   | Owner       | Target Date | Status |
|----------|--|-------------|-------------|--------|
| 0801-02  | Arrange Copper Contest for Spring Term<br><b>26/02/18</b> – Closed as duplicate of 2702-06   | ED/CW       | 23/04/18    | CLOSED |
| 0801-04  | Produce posters for matched funding to be put up in after school club/breakfast club (ED o produce, pass to SB/JH to give to club)<br><b>26/02/18</b> – posters produced and up in OOS | ED<br>SB/JH | 26/02/18    | CLOSED |
| 3010-02  | Submit application for Barwick & Scholes Community Fund<br><b>27/11/17</b> – application submitted   | KL          | 31/10/17    | CLOSED |
| 3010-03  | Confirm whether school would want funds raising to replace/remediate existing wooden playgrounds<br><b>27/11/17</b> – On Hold  | ML          | 27/11/17    | CLOSED |
| 3010-04a | Rename committee page to 2017/2018<br><b>27/11/17</b> - Done   | ED          | 27/11/17    | CLOSED |