

# MINUTES OF FOTS COMMITTEE MEETING HELD 7 P.M. 28TH SEPTEMBER 2016

Those Present: Lou Carver (LC), Carrie Wheeler (CW), Natalie Paine (NP), Denise Freeland (DF), Sarah Saywell (SS)

Apologies: Sasha Williams (SW), Claire Rooney (CR)

	<b>Action</b>
1.0 LC opened the meeting and thanked everyone present for attending.	
1.1 Introductions were deemed not necessary at this stage as everyone at the meeting new each other.	
1.2 DF carried out an overview of the roles/responsibilities of the Committee and reiterated what would be expected of the committee as a whole in accordance with the Constitution.	
1.3 The register of Committee Members was signed and the Constitution adopted by all those present at the meeting. DF to arrange for those not present to sign the register in due course.	<b>DF</b>
1.4 After one amendment at the request of CW, the minutes of the AGM were signed by those members that had been present at the AGM as a true record of events. The action points were reviewed and it was decided that all these points would be discussed further under the agenda for this meeting.	
1.5 NP confirmed that the balance on the account was £1030.16. At present there is one tuck shop spend to be deducted from this balance. NP advised that she is the process of filling out the change of signatory forms for the account.	<b>NP</b>
<b>2.0 Upcoming events/activities for the Autumn/Winter Term</b>	
2.1 Tuck Shop : LC/CW suggested that the tuck shop run be done on a monthly basis and to condense the stock to regular lines and what sells well. All agreed. It was decided that 1 committee member and 2 helpers be available to run the Tuck shop. CW to enlist volunteers for this and to organise a rota. It was agreed that a weekly stock take be carried out and that SS would arrange for a spreadsheet to be created to keep track of stock and expenditure. SS to put together a list that can be checked off into the Tuck cupboard and she will collect this weekly and update the spreadsheet. NP asked if it would be possible to also keep the petty cash in a tin at the school along with the tuck shop tin. All agreed this was a good idea and LC will speak with Tina Chisolm about this.	<b>CW</b>  <b>SS</b>  <b>LC</b>
2.2 Halloween - The possibility of doing a Halloween Tuck with games and face painting on the 31 <sup>st</sup> October 2016 between 3 pm and 4.30 pm was discussed. LC/CW to speak with MH regarding this.	<b>LC/CW</b>

2.3 Xmas Panto – NP advised of a package for the Maltings in Ely to see Aladdin. £11.50 per ticket which included coach hire and optional workshop. However, this would have to be in January 2017 due to there being no availability in December. LC/CW to speak with MH regarding this.	LC/CW
2.4/ LC/CW to speak to MH regarding Xmas Party/Disco, suggested date 20 <sup>th</sup> December 2016.	LC/CW
2.6 FOTS Xmas Shop for Adults : All agreed to go ahead as usual with this and a suggestion of two price ranges was discussed. LC/CW to sort out what is already in the cupboard and a form to be sent out to the children on 1 <sup>st</sup> November 2016 with a 2 week turnaround.	LC/CW
<b>3.0 Swimming Pool</b>	
It was agreed that further discussion regarding the ongoing maintenance, upkeep and fundraising for the swimming pool would be carried out once a copy of the contract with Manor Pools has been obtained and reviewed. LC to speak to MH.	LC
<b>4.0 Any other business</b>	
The following items were discussed:	
<ul style="list-style-type: none"> <li>• A termly newsletter to be sent out to all Members. LC/DF to arrange.</li> </ul>	LC/DF
<ul style="list-style-type: none"> <li>• Bag2School – Letter and bags sent out 18/10/2016.</li> <li>• The idea of a FOTS Logo was discussed and all agreed this would be a great idea, with the possibility of holding a competition for the kids to design. LC/CW to speak with MH regarding this.</li> </ul>	LC/CW
<ul style="list-style-type: none"> <li>• Larger items that require purchasing 2/3 quotes to be obtained. All agreed.</li> <li>• LC requested that Tesco be added to the agenda as a regular item due their ongoing support. LC advised of the various help they can offer. i.e. 5P bag fund, discount on food, Xmas chocolates, talks at the School for the children. LC showed us a box of goodies that Tesco had given here with items like dressing up clothes, colouring books, pencils. It was agreed by all to distribute these to Pre-school and Class 1. LC to arrange.</li> </ul>	LC
<ul style="list-style-type: none"> <li>• LC advised that Tesco had asked if we could help with their “Little Boxes” charity scheme which helps the vulnerable elderly in the community. This to be arranged in due course.</li> </ul>	ALL
<ul style="list-style-type: none"> <li>• LC suggested that a letter go out to the children to see what they would like FOTS to help with. LC to organise for assembly on 7<sup>th</sup> October 2016.</li> </ul>	LC
<ul style="list-style-type: none"> <li>• It was discussed that it would be great if each class was more involved in the main fundraising events held, i.e. running a stall/game. All agreed this would be a good idea.</li> </ul>	
<ul style="list-style-type: none"> <li>• New clothes rail required for 2<sup>nd</sup> hand uniform – LC advised Tesco are going to source one for us.</li> </ul>	
<ul style="list-style-type: none"> <li>• LC requested that the following items be discussed and a vote taken:- <ul style="list-style-type: none"> <li>• The provision of Lanyards for the FOTS Committee – All agreed. This to be arranged once the decision on the FOTS logo has been taken.</li> <li>• A discretionary expenditure amount of £30.00 that does not requiring voting on. i.e. for the purchasing of items for events/activities if seen whilst out and about. All agreed.</li> <li>• A FOTS noticeboard. All agreed. LC to investigate cost.</li> <li>• Locking tin for the petty cash. All agreed. LC to investigate cost.</li> </ul> </li> </ul>	LC LC

**Meeting closed 9.20 p.m.**

**Next meeting : Friday 11<sup>th</sup> November 2016 @ 3.30 p.m. in School Dining Room**