

MINUTES OF FOTS COMMITTEE MEETING HELD 7.00 P.M. 17TH NOVEMBER 2016

Those Present: Lou Carver (LC), Carrie Wheeler (CW), Natalie Paine (NP), Denise Freeland (DF),
Karen Beers (KB), Sasha Williams (SW), Sarah Saywell (SS)

Apologies: Claire Rooney, Emma Thorne

	Action
1.0 LC opened the meeting and thanked everyone present for attending.	
1.1 LC confirmed that she had received the feedback list from The School Council with various items they would like FOTS to fund/provide. The Committee to discuss this at the next CM meeting in January along with the purchase of a new shed for storage of these items.	Committee
1.2 Uniform : FOTS has been made aware that uniform is still being provided to new starters free of charge. It was agreed unanimously that no further uniform would be funded by FOTS and any further uniform would need to be charged for by the School in the usual way.	
2.0 Christmas Shop – 16th December 2016	
2.1 LC confirmed that we had received a good response to the Xmas Shop. LC/CW to do final check of stock prior to purchase of any extra items required.	LC/CW
2.2 Helpers organised for the morning to help with wrapping and distribution of gifts.	Committee
3.0 Christmas Disco – 16th December 2016	
3.1 DJ has been arranged.	
3.2 It was suggested that party games like musical bumps, sleeping lions, limbo etc. be arranged with prizes for the winners. All agreed this was a good idea.	Committee
3.3 Helpers are organised to help serve drinks/food and assist in the hall.	Committee
3.4 LC/CW to speak with MH with regard to pre-school attendance, or whether a separate party could be arranged.	LC/CW
3.5 Dress up was discussed and all agreed to optional Christmas themed party wear.	
3.6 DF to organise forms to go out 1 st December with return by 8 th December and tickets to be available from 9 th December, include on form donations of cakes appreciated.	DF
4.0 Christingle – 19th December 2016	
4.1 LC informed the meeting that she had been asked whether FOTS would be able to provide the oranges/sweets etc. for the Christingle. All agreed this would be acceptable. LC to speak with Tesco re: possible donations.	LC
4.2 Helpers were requested for pm on the 19 th to prepare the oranges with the children.	Committee

	Action
5.0 Christmas Party – 20th December 2016	
5.1 LC informed the meeting that school Christmas lunch was now being served on this day and it was suggested that FOTS therefore combine their event as follows: 10.30-11.00 - Pre-school over for games 11.00-12.00 – Main school games 12.00-1.00 – Christmas Lunch 1.00-2.00 – Santa Visit It was agreed that as FOTS was no longer providing the party food that we would fund the games. LC to check with MH regarding crackers for the children’s lunch.	LC
5.2 LC to organise a ticket/passport for each child with a list of the games that can be ticked off.	LC
5.3 It was suggested that a plastic cup could be sent out for children to fill with sweets/small toy that could then be returned as a tombola prize. All agreed this was a good idea.	Committee
5.4 It was suggested that it would be nice if we could organise a photo of the children with Santa for them to keep, for a small donation to FOTS. All agreed this would be a good idea. This to be investigated further.	Committee
5.4 Helpers confirmed for this event.	Committee
5.5 LC confirmed that Tesco will be donating the selection boxes. It was agreed that FOTS would fund any shortfall.	
5.6 Santa visit has been arranged.	
5.7 Decorating the library area as a Grotto was discussed. It was suggested that this could be done pm on the 19 th after helping with the Christingle orange preparations. LC/CW to speak with MH regarding this.	LC/CW
6.0 Any other business	
6.1 LC confirmed that around £80.00 had been received direct to the school for the Bags2School recycling. It was agreed that the school would keep this towards the Panto Coaches and FOTS would then pay the balance.	
6.2 LC confirmed that the school does not have a grounds person for maintenance. It was agreed that the committee would discuss ongoing maintenance of any items purchased by FOTS at the next meeting in January 2017.	Committee
6.3 Those committee members not DBS cleared with the school were reminded to see Tina Chisolm to get this organised.	Committee
6.4 Committee to look into additional means of funding in the New Year.	Committee
6.5 CW showed the committee the winning design for the FOTS logo, all agreed this was a great design. Lanyards to be ordered now that the logo is available.	LC/CW
6.6 New petty cash box has arrived.	
6.7 Noticeboard is on order and awaiting delivery.	
6.8 A new photo is required for the FOTS Go Fund Me Page, as unable to see the wording clearly on the sign on the one taken over the half term.	Committee
6.9 It was suggested that a “Yellow Moon” catalogue be sent out in book bags. The school receives percentage of orders placed. LC/DF to look into setting up FOTS account and arranging for catalogues.	LC/DF
7.0 Newsletter to be done for end of term.	LC/CW/DF
7.1 LC to send out note regarding Tesco “little boxes” collection.	LC
7.2 NP & DF confirmed that the change of details/signatories had now been carried out with the Bank.	
7.3 DF confirmed that the annual charity return for 2015/16 has been carried out.	
7.4 Suggestions for 2017 fundraising were discussed, ideas included Jumble Sale, School related sponsored walk/bounce and selling raffle tickets at the Pub. Committee to discuss further at next meeting.	Committee

6.0 **Any other business contd..**

7.5 It was discussed about having a suggestion box in reception area. All agreed this was good idea.

7.6 Future General Meetings were discussed and it was agreed to hold these quarterly before Tuck on a Friday at 2.30 p.m. Hopefully this will then allow more Members to attend prior to collecting their children. Next meeting TBC.

Action

Committee

Committee

Meeting closed 9.00 p.m.

Next Committee Meeting Monday 9th January 2017 @ 7 p.m.