

## FOSTA Meeting 27/3/19

7 - 8:15 pm

### Attendees:

Louise Welcome (Head Teacher), Steve Searle (Chair), Ian Smith (Vice Chair), Jane Hipkin (Treasurer), Ruth Smith (Secretary), Gail Miller, Graham Taylor, Nicky Latos, Alison Knebb.

**Apologies:** Claire Foot, Jenni Jinks, Geoff Goodyear, Susie Daly, Phil Manville.

Minutes from last meeting (27/2/19) unanimously approved

Item	<b>Bingo Fundraising Event (4/4/19)</b>
1	<p>Invitation letters sent to parents and stakeholders by Louise.</p> <p>Tickets designed by Alison and printed by school. Claire has enabled them to be purchased by Squid.</p> <p>Steve has bought bingo cards. There will be 4 games (each a different colour card). There will be 3 prizes per game (one, two, three lines completed). This equals 12 prizes. In case of duplicates, we will have more than 12 prizes.</p> <p>Louise printed letters to shopkeepers. Jenni, Nicky and Gail have sourced prizes (Easter eggs). Any prizes not claimed will go into the raffle.</p> <p>£5 (adult) and £2.50 (child) for 4 games. Extra cards will be available for £1 each. Bingo dabbers will also be on sale (price tbc).</p> <p>Students from cookery club will make cakes for the night.</p> <p>Jane has emailed Claire about how to get a Booker card. Claire will register for a card.</p> <p>Tuck shop (and Tea &amp; Coffee) to be located in the corridor. Ruth to be shopkeeper.</p> <p>Heads and tails half way through. Ian to explain the rules. Nicky to collect £1 from each participant. Half the money to go to the winner, half to FOSTA.</p> <p>Raffle at the end.</p>
	<p><b>Actions:</b></p> <p>Steve: create bingo rules card to go on each table (send to Katie Scanlon to print in colour). Also send to Ian to put on projector. Decide on price of bingo dabbers.</p> <p>Ian: source bingo program and coin-flipping program, create powerpoint slides</p> <p>Nicky: source more Easter eggs</p> <p>Louise: source tablecloths, find raffle tickets.</p> <p>Jenni, Nicky: bake cakes to sell on the night.</p> <p>Jenni, Gail, Nicky: to bring in prizes to school when able.</p> <p>Suzie/ Alison: go shopping at Bookers for tuck shop (£50 budget)</p> <p>Ruth: arrange float for the tuck shop.</p> <p>Everyone: if able, arrive from 6 pm. Doors open at 7 and bingo starts at 7:30.</p>

Item	<b>Discussion of EGM</b>
2	<p>Claire has provided access to Parentkind website to Chair, Vice Chair, Treasurer, and Secretary. All have registered.</p>
	<p>No action required.</p>

Item	<b>Discussion of FOSTA funds</b>
3	<p>Claire received email from John Roche about Old Boys' contributions. Donated money is being held in FOSTA account. Louise has identified and spoken to signatories.</p> <p>There is approximately £400 in the account. We agreed to keep approximately £200 as a buffer.</p> <p>We agreed to support the school in a project as soon as possible (before or during the Summer holiday) so that the profile of FOSTA is raised and more support will therefore be generated.</p> <p>We will know the budget after the Bingo Night.</p>
	<p><b>Actions:</b></p> <p>Claire: reply to John Roche when situation clear.</p> <p>Louise: liaise with signatories so account funds can be accessed.</p> <p>Ruth: investigate parentkind for information on deciding on projects.</p> <p>Louise/Claire: liaise with Senior Leadership Team (SLT), School Council, Make Learning Better (MLB) for ideas on what to spend on (once budget is known).</p>

Item	<b>Discussion about FOSTA in general</b>
4	<p>Discussion about whether we would like a notice board about FOSTA to have at school events.</p> <p>Discussion about FOSTA presence (e.g. providing tea and coffee) at school events.</p> <p>Discussion about whether we should have an event in Summer. Decided against for this year as it is a short term and we would like the next meeting to be about FOSTA itself as an organisation.</p> <p>Claire has updated the FOSTA page on the website and has asked us to review it. Claire is able to add information to it as needed.</p>
	<p><b>Action:</b></p> <p>Louise: to consider which events would benefit from a FOSTA presence.</p> <p>Everyone: review FOSTA page on school website.</p>

Item	<b>Next meetings</b>
5	<p>1/5/19</p> <p>5/6/19</p> <p>3/7/19</p> <p>All 7pm start</p>
	<p>AGM 9/10/19</p>