

FOSTA Meeting 01/05/19

7 - 8:00 pm

Attendees: Steve Searle (Chair), Ian Smith (Vice Chair), Jane Hipkin (Treasurer), Ruth Smith (Secretary), Claire Foot, Jenni Jinks, Gail Miller, Graham Taylor, Geoff Goodyear

Apologies: Louise Welcome (Head Teacher), Susie Daly, Alison Knapp, Phil Manville, Helen Justice (who is stepping down from the FOSTA committee from this point on).

Item 1	Approve minutes from last meeting
	Committee members pointed out that not everyone was getting minutes and agendas as contact details were incorrect.
	Actions: Ruth: update committee member contact list

Item 2	How are Old Boys recognized for their contributions and support?
	Money is being paid into the FOSTA account(s) by Old Boys and we would like to thank them for their support.
	Actions: Graham and Geoff: to contact John Roche (Chair of Old Boys Association) to extend our thanks. Claire: investigate how much has been paid, and by who.

Item 3	Discuss getting bids from departments for equipment etc.
	FOSTA would like to purchase items quickly to benefit the school and raise awareness. We will ask teachers for a wish list. Our budget is up to £1000 and we aim to buy 2-4 items with this. These items should benefit the largest amount of children, across the widest age range. This wish list should be returned (by teachers) to Claire by 5/6/19. We will also ask teachers to consider other long-term, larger items they would like. Committee members will then consider both of these wish lists at our next meeting.
	Actions: Claire: design a wish list form to give to teachers at next staff meeting. Claire to collate replies and send them to Ruth. Ruth: send out to committee members before the next meeting.

Item 4	Representing FOSTA at events (Year 6 Parents Evening on 3/7/19)
	We will provide refreshments and a tuck shop at this meeting. We will have name badges, parentkind magazines, flyers about FOSTA, and a sign-up sheet.
	Action: Gail and Jane: to attend this meeting, supply refreshments, talk to new parents, and provide information on FOSTA. Steve: supply sign-up sheet, flyers and name badges. Claire: discuss with Louise: how we can access tea and coffee for the evening; can she mention FOSTA in any talk she gives; what other events we can go to.

Item 5	Confirm committee membership and their contact details
	FOSTA would like to thank Louise for all her help and support in the setting up of our new committee. We need to confirm who our committee members are and contact details.
	Action: Ruth: confirm membership of the committee, confirm contact details, and set up a Whatsapp group.

Item 6	AOB:
	<p>Finances:</p> <p>In FOSTA bank accounts: £1,046 (£483 in one account, £562 in the other). Profit from Quiz: £256 Profit from Bingo: £181 Sub-total held by FOSTA: £1,482 Owed to school for parentkind subscription: £122 (due again January) Total held by FOSTA: £1,360</p> <p>Access to Finances: Claire has contacted the old signatories of FOSTA bank account and they are happy to sign it over to new signatories. Steve, Jane, Claire to be signatories. 2 signatories will be needed to approve any payments. There are 2 bank accounts and we aim to close one.</p> <p>Constitution: Constitution needs to be reviewed.</p>
	<p>Actions:</p> <p>Jane: get mandate form from HSBC, get new signatories to sign, get the old signatories to approve/ sign it off.</p> <p>Steve to produce a revised constitution.</p>

Item 7	Next meeting (please note change of date)
	12/6/19 7-8pm
	AGM 9/10/19