

FOSTA Meeting 12/06/19

7 - 8:00 pm

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

Apologies: Alison Knapp, Claire Foot, Geoff Goodyear.

Absent: Suzie Daly, Phil Manville, Jenni Jinks

Item 1	Approve minutes from last meeting
	Minutes approved
	Actions: none

Item 2	How are Old Boys recognized for their contributions and support?
	Money is paid into the FOSTA account(s) by Old Boys and we would like to thank them for their support.
	Actions: carried over

Item 3	Discuss getting bids from departments for equipment etc.
	<p>Louise received four bids. Two were linked to delivering the curriculum so would be financed through the school budget (Humanities: 4 visualisers and 5 clipboards; Music: DJ equipment). Two were suitable for FOSTA consideration.</p> <ul style="list-style-type: none">• Positively Mad – workshops delivered by a private company. The workshop “Mastering Student Motivation” would be suitable for Years 10 & 11. The bid was submitted by multiple departments, working collaboratively. The cost (£1,030) would be supported by FOSTA with a £500 contribution. The remainder would be covered across the departments.• PE - £500 to pay for sporting affiliations, entry fees and officiating fees. This increases the variety of sports on offer and increases participation. This then enables the PE department budget to be spent on replacing old equipment. The PE department also submitted longer-term, larger budget bids.
	<p>Actions: Louise: send electronic copies to Ruth who will then disseminate to committee members. We will make a decision in one week and let the school know.</p>

Item 4	Representing FOSTA at events (Year 6 Welcome Evening on 3/7/19)
	Jane and Nikki to attend from 5:45. Ruth to attend from 7pm. Cost of refreshments to come from FOSTA funds. No charge for people attending. Future events: Open evening 18/9/19 (larger number of attendees).
	<p>Action: Jane: buy tea, coffee, sugar, squash, cups (and investigate whether Bookers is a sensible choice for these purchases). Ruth: buy milk. Ian: investigate banners for September meeting. Louise: ask cookery club if they can provide 150 cakes.</p>

	Steve: provide sign up sheet (emails & mobiles), flyers (use FOSTA website as template), FOSTA name stickers. Steve to leave these at school before 3/7/19.
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Item 5	Confirm committee membership and their contact details
	Ruth has confirmed email addresses for everyone except Susie, Phil and Jenni. Graham confirmed that he is happy to be contacted via Geoff's email address. Nicky confirmed her email address. Whatsapp group to be set up once Louise has set up second mobile number.
	Action: Ruth to confirm email addresses for Suzie, Phil and Jenni.

Item 6	Treasurer
	Jane has had difficulties accessing the account at HSBC and will set up an appointment to speak to an adviser. We will be unable to fund bids until we have access to the account but Louise has agreed that school funds will be available until FOSTA can pay the school back.
	Action: Jane: access HSBC funds.

Item 7	Review of FOSTA Constitution
	Louise printed out parentkind constitution for us to review. It was agreed that we will not be a PTA but a "Friends of..." as then the Od Boys can be members.
	Action: Steve: to review the constitution.

Item 8	AOB:
	Booker card acquired by Jane. One card will be held in the school safe by Claire. Agreed to host 2 events in the Autumn term 2019 (AGM and a Christmas event). The AGM may be changed from a Wednesday to a Thursday to increase the chance of a higher turnout.
	Actions: Members to consider what events to host in academic year 2019-2020. Louise to discuss with governors sponsorship/ branding in association with the school.

Item 7	Next meeting
	10/7/19 7-8pm
	AGM 9/10/19