

FOSTA Meeting 10/07/19

7 - 8:00 pm

Attendees: Louise Welcome (Head Teacher), Steve Searle (Chair), Ian Smith (Vice Chair), Ruth Smith (Secretary), Nicky Latos, Graham Taylor

Apologies: Jane Hipkin (Treasurer), Alison Knapp, Gail Miller, Claire Foot, Geoff Goodyear.

Absent: Suzie Daly, Phil Manville, Jenni Jinks

Item 1	Approve minutes from last meeting
	Minutes approved. Conversation held about whether minutes should be available on the FOSTA page on the school website.
	Actions: Ruth to discuss with Claire.

Item 2	Old Boys recognition for their contributions
	Louise reported that she had only recently received the contact details of an Old Boy who is making regular contributions. He has been contributing £25 a year and would be interested to know how this has been spent. Claire will email him to thank him for his continued support. Louise suggested that, in future, there can be a FOSTA section in school newsletters. This will be emailed to Old Boys so that they can see how funds are being spent.
	Actions: Claire to email this individual Old Boy to thank him. Claire to include a section on FOSTA in each newsletter and send it to Old Boys.

Item 3	Department bids for FOSTA funding
	(In between the June and July meetings, committee members voted to approve the bids from the PE department and for an education event organised by Positively Mad. Steve informed Louise of the decision by email in June.) The school has financed the approved bids as FOSTA are unable to access funds. Louise stated that the school would appreciate the money be repaid soon. FOSTA would appreciate it if PE department staff could support future events.
	Actions: Jane to continue trying to access funds in the bank to repay the school.

Item 4	Representing FOSTA at events (Year 6 Parents Evening on 3/7/19) (Open evening 18/9/19)
	Ian has investigated getting a banner made for FOSTA. He also created a mock-up of what a banner would look like. Prices are around £35. We decided on edits (change punctuation, add contact email address, add photos from prospectus). Year 6 Parents Evening: lots of interest, lots of leaflets taken. Katie Scanlon's contact details were on flyers. We need to investigate using the FOSTA email address for future events. Open Evening: FOSTA to provide drinks at this event. Planning for this event will take place at the September meeting. Louise to ask the cookery club if they would again kindly provide cakes as these were very successful

	at the year 6 evening.
	<p>Action: Ian to create new mock-up of banner with suggested changes. Louise to email Ian the images we can use from the prospectus. Ruth to contact Claire to discuss whether Katie Scanlon is happy to continue to be contact for FOSTA or whether it might be better to use the FOSTA email address. Louise to contact cookery club.</p>

Item 5	<p>Confirming membership details Ruth has confirmed email addresses for committee members. A discussion was had about keeping membership to a manageable number so that Quorate can be achieved at AGM. Membership of the committee will be reviewed in September.</p>
	<p>Action: Ruth: in September, review committee membership numbers.</p>

Item 6	<p>Treasurer Jane sent apologies for this meeting but emailed that she was still having difficulty accessing funds. Committee felt it useful to decide on a reserve in the account. Claire has examined all past bank statements. We do not have 4 years of statements as the account was inactive.</p>
	<p>Action: Jane: access HSBC funds. Committee to decide on reserve figure at next meeting when treasurer present.</p>

Item 7	<p>Review of FOSTA Constitution Steve has reviewed the constitution and decided that the best option is the Parentkind option as this gives us legal cover. Louise suggested that the constitution should be on the FOSTA page on the school website.</p>
	<p>Action: Ruth to discuss the website links with Claire.</p>

Item 8	<p>Future Events 2 events in the Autumn term 2019 (AGM and a Christmas event) had already been planned. Louise asked if we could support another event at school (a Musical Extravaganza) (date tbc). FOSTA would be happy to provide drinks.</p> <p>AGM changed from Wednesday to Thursday (9/10/19 to 10/10/19) to increase the chance of a higher turnout. Activities discussed included a race night, a film night, or lip syncing event.</p> <p>For future events the following ideas were briefly discussed: football tournament (rejected), it's a Knockout, Obstacle Courses, Battle of the Bands, We've got Talent, Selfie Competition, Zombie runs, Bake off (rejected), Car wash (rejected), Teacher karaoke, lip syncing, xmas fair, 200 club (possibly rejected).</p>
	<p>Action:</p>

	Louise to discuss a race night with the governors. Louise to email out the response to FOSTA committee members as our next meeting is in September and there is not much time before the AGM. If race night is acceptable, then Steve to investigate. Ian to investigate the cost of putting on a film night in case a plan B is needed.
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Item 9	Sponsorship/ branding in association with the school.
	There was a conversation about whether the banner can subsidised by a private company.
	Action: Louise to discuss with governors

Item 8	AOB:
	nil
	Actions:
	nil

Item 7	Next meeting
	11/9/19 7-8:30pm
	AGM 10/10/19