

FOSTA Meeting 20/11/2019

7 - 8:15 pm

Attendees:

Louise Welcome (Head Teacher), Steve Searle (Chair), Jane Hipkin (Treasurer) Graham Taylor, Nicky Latos, Alison Knapp, Phil Manville, Nigel Trute.
Ian Smith (Vice Chair) contributed via phone call

Apologies: Ruth Smith (Secretary), Gail Miller, Jenni Jinks, Geoff Goodyear, Claire Foot
Minutes from last meeting (October 2019) unanimously approved

Item 1	<p>Meeting minutes</p> <p>Louise asked for a file with all minutes of meetings in. Steve suggested that all minutes are easily accessible on google drive, however Louise said that at times a hard copy may be more useful.</p> <p>Actions: Louise to ask Katy Scanlon to create a hard copy file of minutes. Alison to cc Katy into email of minutes distribution.</p>
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Item 2	<p>Quiz Night, 4/12/19.</p> <p>Venue confirmed as Drama room, start time confirmed as 7pm for 7.30pm. Ian confirmed posters and tickets done, Louise confirmed tickets had been printed.</p> <p>Q&A: Ian has prepared questions and sheets, which Louise has printed. Ian has emailed answers to Louise.</p> <p>Drama boys to act out film or part of film at the end of each round. Louise confirmed that if the boys were not available to attend on night then they would record scenes to be played on night.</p> <p>Music still to be confirmed. Discussed possibility of boys playing a medley of Christmas songs, if Music dept not able to assist, Ian suggested 2-4 seconds of Christmas songs to be identified.</p> <p>Tuck shop: Nicky and Jane confirmed enough stock for event.</p> <p>Raffle prizes: Nicky to collect a prize from Broadwater sports and has also got chocolates, Gail has been in contact with Morrisons who have agreed to donate a prize which Gail will collect and Jenny has also been successful in sourcing some raffle prizes, but was not available to confirm what they were for meeting. Depending on what was received it was discussed whether to make up hampers as prizes.</p>
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	<p>Actions: Louise to discuss music section with music dept. If not possible liaise with Ian to organise alternative.</p> <p>Nicky and Jenny to make mince pies, Graham has volunteered to buy 4 boxes of mince pies in addition on the night.</p> <p>Nicky to liaise with Gail and Jennie re prizes and will organise hampers if necessary by 2nd December.</p>
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Item 3	Drug awareness 27/11/19:
	Fosta to support refreshments for evening. Nicky, Louise, Nigel, and Jennie volunteered for this from 5.30 pm
	Actions: none

Item 4	Christmas Concert 13/12/19
	Still to be confirmed. St. Andrews hosting Christmas concert with other schools. If going ahead Fosta to provide teas & coffees.
	Actions: Louise to confirm if going ahead.

Item 5	Summer event
	St. Andrews got talent. Suggestion of a more Grand Raffle with sponsorship for 1st Prize. If anyone knows of any local businesses who may be willing to be sponsors, please advise. Raffle tickets to be sourced.
	Actions: Steve to contact Ian Watkins (franchise of Snap on Tools) as a possible sponsor. Alison to ask contact who printed for previous PTA she belonged to. Louise to ask for quote from printer who does work for school as comparison.

Item	Update on Bank Account
6	<p>Jane still chasing HSBC to confirm signatory documents. Steve said he would take relevant ID into HSBC to see if he can get authorised and Louise agreed to do the same.</p> <p>Actions: none</p>

Item	A.O.B
7	<p>Second hand uniform: to be kept on agenda till nearer the time. Google drive: All done and documents uploaded. January meeting: Venue, Ye Old House at Home 22/1/20 7pm. All attending if using car park be sure to enter car reg. on tablet in bar to avoid getting a ticket. Ask bar staff for this.</p> <p>Actions: none</p>