

FOSTA Meeting 22/01/2020

7 - 8:00 pm

Attendees: Louise Welcome (Head Teacher), Steve Searle (Chair), Ian Smith (Vice Chair), Ruth Smith (Secretary), Graham Taylor, Phil Manville, Nigel Trute, Alison Knapp

Apologies: Jane Hipkin (Treasurer), Jenni Jinks, Geoff Goodyear, Nicky Latos,

Gail Miller has asked to step down from FOSTA due to family commitments

Item 1	Approve minutes from last meeting
	Minutes from the last meeting (20/11/19) were unanimously agreed.
	Actions: None
Item 2	Past events
	Xmas Quiz – a successful event but we are unsure how much money it raised. We discussed how we needed to improve managing the stock for the tuck shop. We clarified that if FOSTA run an event, then we provide tea, coffee, sugar, milk, and biscuits. If FOSTA support a school event then we will use school supplies. Actions: Jane to provide further update on finances at next meeting. Ian to do stock take sheets Jane (or another person in school) to check stock levels before and after each event
Item 3	Future events
	St Andrews Got Talent & Grand Raffle A date in June is a good fit with the school calendar. We discussed whether a Friday would be a more popular day with parents. Steve has investigated a grand raffle and whether we need a license for this. He has also contacted Snapon Tools who may support the raffle, contributing to a prize. A discussion was held with a certified accountant who provided advice on lotteries and opportunities to liaise with local companies. Bingo Night We discussed what event to have in the Spring and decided to do another Bingo Night. Possible date of 2/4/2020.
	Actions: Louise to check dates in the school calendar for both nights. Louise to contact Alumni for further donations for grand raffle.
Item 4	Treasurer
	Jane not present but had emailed in the following: <i>The account is all up to date, just waiting for the latest statement. Having paid all of our debts and having received all that was in the school safe and Squid payments we are in credit to the tune of approximately £550</i> We discussed that we have to pay for our Parentkind membership (was £122 last year and, according to past minutes, is paid in January).
	Action: Further update from Jane at next meeting

Item	AOB
5	<p>Second hand uniform shop (carried over)</p> <p>Shared online working space (carried over)</p> <p>Clarify who does what at events: We discussed how setting up for events could be less stressful if everyone had allotted jobs</p> <p>We discussed how FOSTA membership could be increased.</p>
	<p>Action:</p> <p>Ruth to do event job list.</p> <p>Louise to send communication to parents about joining FOSTA or being able to help out at events.</p>

Item 7	Next meeting
	26/2/20 7-8pm