

Friends of Saltwood School

Committee Meeting – 6.30pm 21 Jan 2019

Minutes of Meeting

Present: Paul Newton, Pam Ludlow, Jo Bonner, Helen Whittaker, Nicola Pochin, Marlee Worsley, Isabel Quilter, Fran McLeod

1. **Apologies:** Gill Ling, Hannah Grover, Alex Giddings, Stephen Corner, Sharon Williams

2. **Minutes of Last Meeting (13 Nov 2018)**

These were accepted as an accurate record.

3. **Matters Arising/Updates**

3.1 **Cake Sale Classes 4 & 5:** Fran to catch up with Stephen to get totals for the last two sales.

3.2 **Panto:** Most of the children enjoyed it and Mr Newton advised the company were efficient and even met beforehand with some of the more sensitive children to ensure they were not scared. Advised the school would hire Shooting Star Entertainments again for other performances.

3.3 **Christmas Bazaar:** Amount raised £2146.97, with £224 raised by year 6 stalls alone. Overall agreement that the event was a success, most people happy with the earlier time of 12-2pm as this facilitated a faster tidy up (as did more hoovers on site!) and meant people didn't feel they had lost an entire weekend to it. Discussed offering hot food next time as event has been moved over lunchtime.

3.4 **Moving Forward with FOSS:** Fran advised that she is realistically unable to carry on with both Vice Chair and Secretary roles due to work and external commitments. Most FOSS members feel that the committee is getting smaller and the workload is therefore increasing for each person.

3.4.1 Decided that we send a request out for a new (Vice) Chair and see what response we receive in the first instance.

3.4.2 If no Vice Chair volunteers then we put a request for people come forward to volunteer to be the Summer Fete/Christmas Bazaar committee and they take on the organising themselves as a separate group. Hopefully parents may be inclined to offer assistance if they know they will only be asked to help at one event rather than over and over throughout the year.

3.4.3 Ideally, we ask for a group to come forwards by a set date ie. 1st May for the Summer Fete and if no takers by then, we potentially cancel the event for that year.

3.4.4 Discussed getting to a point where small groups of parents organise events they may want to run themselves and just liaise with the school about dates etc reducing the need for such regular FOSS meetings/involvement.

4. Treasurer's Report:

- 4.1 Stephen unable to attend so update at next meeting instead.

5. Future Events

- 5.1 **Summer Ball 2019:** Isabel advised that her husband has offered to create and host (for the first year) a website to publicise the Summer Ball. This would make the event more attractive to potential sponsors and could open the event up to more people.
 - 5.1.1 The ticket price will be more than the previous year because the food is tied in with the venue. However, the venue (Lypne Castle) can hold more guests (last year head count was 150, Lypne can hold 250) so there is the option to open the event up to a wider audience.
 - 5.1.2 All agreed that a website would be a good idea and could be a better way to publicise all FOSS events generally as currently we use the school newsletter, Facebook group/s and various Whatsapp groups for the individual classes.
 - 5.1.3 Discussed adding a donate button to the website as well.
 - 5.1.4 Isabel advised she is meeting with Lypne again soon and will discuss the food options to reduce the cost per head. Local supermarkets may be interested in donating food for canapes/welcome drinks etc which would keep costs down.
 - 5.1.5 Isabel requested info on who to ask for raffle prizes. We discussed maybe not doing a raffle and sticking to just the auction as last year the raffle was too close to the Summer Fete raffle and its awkward to ask the same companies too regularly for donations.
- 5.2 **Comedy Night:** as previously mentioned in discussion point 3.4 – any new FOSS events will be put on the backburner for the moment and ideally if someone wants to suggest an event then they need to organise it as well.
- 5.3 **January Discos:** Jo Bonner advised she has booked the disco DJ and the attendance slips had gone to the office for bookbags. The slips have been delayed going into the bookbags unfortunately, and this may be due to TAs being busy with additional tasks and not having time to sort them. Discussed that we will probably have some late forms in but shouldn't be an issue.

6. Suggestions for Fundraising Spend

- 6.1 **Wish List:** Mr Newton advised that as previously agreed, he has bought all the items on the wish list, apart from the dinner benches as they are a big cost and depending on the future of FOSS we may want to leave a certain amount in the account.

7. Any Other Business

- 7.1 **Use of online parent portal – PTA Social:** Fran advised that she has looked into using an online noticeboard to try and keep the emails at a minimum. PTA Social is a portal that means we can post all the tasks required to run an event and parents can log on and sign up for certain tasks. It also means that everyone can follow a thread and see all comments instead of lots of emails flying back and forth. However, if Isabel can set up a

website this may negate the need for a separate portal as all the same info would be on the site.

- 8. Date of Next Meeting:** Date to be confirmed.