



FOSP meeting minutes: 20th July 2023

Meeting date and time: 7.30pm, The White Hart boardroom

Agenda item
<p>1. Those present and apologies for absence</p> <p>AAC AD KBW AW DM LC HA TR</p> <p>Others:</p> <p>Sam Gentry Emma Hopkins</p>
<p>2. Review of April minutes</p> <p>a. Review actions</p> <p>Reviewed</p> <p>b. Approve minutes</p> <p>Approved</p>
<p>3. Finance</p> <p>a. Finance update - financial year requests, spend and profits</p> <p>AAC gave an update and explained there may be some money from the KS1 trip that could be held for future KS1 trips.</p> <p>Need to advertise my name tags for new starters - EH to do that Share easy fundraising with new starters and all whatsapp groups - EH</p> <p>AAC to cancel JustGiving</p>
<p>4. Summer fundraisers/activities</p> <p>a. Golf day b. New starters event</p> <p>Golf Day is on hold</p> <p>New starters event was a success and could be run for other year groups</p>



5. Autumn fundraisers
a. Inflatables round 2

AT to confirm whether a date might be available for inflatables in August/September.

b. Fireworks

- KBW to put a message on fireworks WhatsApp to ask for volunteers to be firers and if there are still places, advertise these
- KBW to look into insurance required
- AAC to confirm first aid from Vital Workplace
- KBW to confirm how counting the money will take place - KBW and AAC to help with counting
- AAC to take control of card readers and find another volunteer to help on the day
- AAC to write quick guide on using the card readers
- AW to confirm estimated costs of £500 for the BBQ to then work out costs
- KBW to speak to AT regarding the bar
- AAC to put together all posters and banners
- AAC to contact people on the list regarding advertising boards
- AAC to contact Heritage regarding the advertising boards
- AAC to manage selling tickets through Norman's - do not swap tickets and give 150, with 25 family, 80 adults and 45 children - number all tickets so know what they are
- HA to arrange volunteer spreadsheet
- AT and LC to sort alcohol licence
- AD to order glow sticks
- Someone to arrange for advertisements in publications
- Someone to write a letter to local residents

c. Film night

- GTW to look into a film night for Autumn term

6. Any other business

a. School liaison

Liaison with the new headteacher

- Communications support
- School trips
- AAC to invite her to a September meeting
- Request information about funding and impact support has had for FOSP to then share

b. Helping out fund

- This will continue building up through the 100 club



c. New starters

- AAC to speak to MS about producing biscuits for new starters on their first day and to speak to school about school new starter dates and numbers of children

d. Communication

- KBW spoke about the need to deal with any issues regarding decisions or votes within the Committee WhatsApp chat and to ensure the chat group is reserved for disseminating information in a more regular way. Furthermore, it was advised that the content should be kept relevant to FOSP and related activities.
- Committee members are kindly asked to check the WhatsApp group once within each 24hr period so that requests and issues can be dealt with in a timely manner. We recognise that this is a voluntary role and if you are not available to respond within 24hrs that is totally understandable. However we have recently had to do a lot of chasing to get things done and we would like to avoid that in the future.

7. Items for the next agenda

- Stock taking and budgets for all events
- Tuck stall to clear tuck after events
- 100 club

Christmas

Fireworks

- Plan out the location of bar and BBQ

Calendar of events

- AAC to create a 2023/2024 calendar of events

2023/2024 fundraising target

8. Date and time of next meeting

13th September 2023

- AAC to email Miss Wilding inviting her and if she says yes, do it at the school
- AAC to ask committee for a 6.30 or 7.30pm time

Date and time of next meeting: 10th October 2023 TBC