

Stanford in the Vale C of E Primary School

FOSS Meeting – Tuesday 13 September 2017

Attendees:-

Katie Amies (KA)
Rhian Atkins (RA)
Lee Browning (LB)
Eva Geekie (EG)
Gaby Hinsliff (GH)
Emma Payne (EP)
Nina Stillion (NS)
Amanda Willis (AW)

Apologies:-

Sharon Hill (SH)
Andy Hill (AH)
Richard Stillion (RS)
Jess Smith (JS)
Wendy Edwards (WE)
Vicky Summers (VS)

Matters Arising from the Meeting

Item	Description	Action
1.0	AGM	
1.1	The date for the AGM has been agreed as 8 November 2017 at 7.30pm. KA offered to organise nibbles for the meeting.	KA
2.0	Family Bingo Night	
2.1	It was agreed that the doors would open at 6pm with eyes down at 7pm.	Note
2.2	The cost was confirmed as £5 to include a book of 10 games, a dabber and drink (either soft or alcohol).	Note
2.3	KA offered to purchase dabbers and bingo books. 100 dabbers to be purchased based on the capacity of the school hall.	KA
2.4	Based on the alcohol stock available following Janet Warren's BBQ, only Prosecco and red wine is required for the bar. KA/RA to purchase.	KA/RA
2.5	GH to organise the bar license.	GH
2.6	The food for the evening (and cost) was confirmed as follows:- Fish and Chips - £4 Sausage and Chips - £3 Portion of Chips - £1.50 LB to organise the purchase of the food.	LB
2.7	AW suggested also selling candy floss and chocolate which the school would purchase from Booker.	AW/EP
2.8	LB offered to purchase the crisps from B&M Bargains. LB to also purchase Panda Pops – cherry and orange flavours are low on stock.	LB
2.9	AW/EP to approach the Coop for donations to be given as the prizes for either a full-house or a line.	AW/EP
2.10	The cost of the final game would be charged at £1.	Note
2.11	It was agreed that for the final game, the prize would either be a cash prize or a hamper depending on donations. It was noted that children would not be able to win the cash prize. LB offered to source a fruit hamper.	LB
2.12	Janet Warren has offered to stand at the door to sell bingo books on arrival.	Note
2.13	It was agreed to sell Prosecco at £12 a bottle and wine at £10 a bottle.	Note

2.14	It was agreed not to sell pre-sale tickets. Tickets to be purchased on the door. Raffle tickets could be given for food orders once placed on the evening.	Note
3.0	Finance	
3.1	GH advised that the accounts had been prepared and were being delivered to Sally for auditing.	Note
3.1	GH tabled a summary of the accounts for 2016/17 and has split the profit raised on an event by event basis.	Note
4.0	Future Dates	
4.1	<p>A calendar of dates for future FOSS events for 2017/18 were agreed as follows:-</p> <p><u>2017</u> 30 September – Family Bingo - Bar Licence/Food - Volunteers 18/19 October – Bags 2 School – drop off/pick up – SH/AH to organise 8 November – AGM – nibbles/drinks 10 November – KS1/KS2 Disco – Bar Licence/Food - Volunteers 1 December – Non-uniform day – donations for Christmas Hampers – Volunteers to wrap 1 December – selling of hamper tickets in school playground -Volunteers 8 December – selling of hamper tickets in school playground - Volunteers</p> <p><u>2018</u> 31 January – Stanford’s Got Talent (6pm) – Bar Licence/Food - Volunteers 6/7 February – Bags 2 School – drop off/pick up - SH/AH to organise 2 March - KS1/KS2 Disco Bar Licence/Food 19 March – 19 April – Easter Egg Trail – Wendy Edwards to organise 4 May – Adult Event - tbc 18 May - KS1/KS2 Disco – Bar Licence/Disco 17 June – Bingo Race – Volunteers (agreed not to sell food) 6 July – Sports Day Refreshments - Baking 12/13 July - Bags 2 School – drop off/pick up - SH/AH to organise 14 July – School Fete – Bar Licence (2-5pm)/Food - ALL HANDS 18/19 Leavers Performance – Bar Licence/Food – Volunteers</p>	Note
4.2	It was noted that Sharon Hill has organised the Christmas Cards which Kay Adamson will be carrying out in year groups with the children.	Note
4.3	RA to check with Beaver and Cubs the date for the summer camps to ensure there isn’t a clash with the proposed date of the School Fete.	RA
4.4	EG offered to organise the raffle tickets for the Christmas hampers.	EG
4.5	FOSS store to be checked for cellophane for wrapping the hampers.	Note
4.6	KA/NS to source two sleighs for the boys/girls hamper(s).	KA/NS
4.7	GH to organise the bar licence and book the disco for all three KS1/2 discos noted on the dates above.	GH
4.8	KA to ask Pippa Clark if she would be able to organise the KS1/2 letters and tickets. Letters to be issued w/c 13 October (before Half Term).	KA
5.0	Any other Business	
5.1	It was agreed to fund the class Christmas gifts at a cost of £50 per class.	Note
5.2	GH advised that she would like to stand down as treasurer ideally from the AGM in November. It was acknowledged that there would need to be a handover period for this role.	Note

5.3	GH emphasised that a bar licence would be required for every event where alcohol will be sold – regardless of whether payment is via donation or price list.	Note
5.4	EG suggested purchasing promotional “bugs” to advertise the date of the AGM. It was acknowledged that the support of more parents at the AGM is essential particularly to ensure the succession planning for FOSS with existing members likely to stand down.	Note