

Friends of St. Paul's

MINUTES OF THE MEETING OF THE FRIENDS OF ST PAUL'S HELD ON TUESDAY 26TH SEPTEMBER 2017

PRESENT: Mrs Sinclair (Head Teacher), Kate Barlow (Joint Chair), Lorraine Cairnie (Treasurer)
Louise King (Secretary), Janice Brown.

APOLOGIES: Lynn Groves (Joint Chair) Louise Pitts (Outgoing Chair),

1. FINANCIAL UPDATE

- Current balance in FOSP No.1 Account is £7,776.
- Current balance in FOSP No.2 Account is £976.
- LC will be moving money from Account 1 to Account 2 on Friday.
- LC to query bank charge and obtain bank mandate to add new signatories Mrs Sinclair and LK.
- Mrs Sinclair requested float from FOSP for the Book Fair on week commencing 4th December (no volunteers required)

2. STORAGE UPDATE

- Update from Mrs Sinclair that Health and Safety were in the process of pricing up wooden and steel options as the storage would be near to the kitchen and therefore a fire risk must be assessed. It is thought that although metal is more expensive it is more durable and an investment. Mrs Sinclair to query whether there will be a fee for disposal of existing storage.
- All agreed to proceed before next meeting.

3. FOSP LOGO COMPETITION

- LC has had a look at prices for penguin stands with the cheapest being £33.
- Winner will be mentioned on the FOSP Newsletter.
- JB has an old stand that could be refurbished.

4. CHRISTMAS PERFORMANCES

- Foundation Stage performances will be held on 14th December p.m. and 15th December a.m.
- Year 1, Year 2 and Year 3 performances will be held on 12th December a.m., 13th December p.m. and 14th December evening.
- Date for Carol Service to be confirmed.
- LK to produce flyer for volunteers.

5. RAFFLE PRIZES

- Request to go out for donations after half term along with requests to local businesses.

6. CHRISTMAS GIFT IDEAS

- Suggestions around what to produce as this year's gift idea and it was decided that a large tote would be this year's gift.
- LC to check details with vendors and KB/ LK to research additional options.
- Children's' drawings to be done at school by October half term

7. OCTOBER SCHOOL DISCO

- Volunteers required for the School disco which will be held on 12th October.
- LK to produce flyer requesting volunteers and Facebook message.

8. HANDOVER

- Louise Pitts has stepped down as Chair of FOSP. Kate Barlow and Lynn Groves will be Joint Chair with Lorraine Cairnie remaining as Treasurer and Louise King as Secretary.

9. ANY OTHER BUSINESS

- **Dave the Caretaker's Retirement** – card received from Dave and placed on FOSP file
- **Parent's Evening Helper Request** – request to go out for helpers on 16th and 18th October to take orders for the Christmas gift at Parents' Evening.
- **Multi Use Games Area** – Mrs Sinclair to look into FOSP funds being used to develop a Multi Use Games Area on the field for pupils.
- **Newsletter** – To be produced ASAP including details of FOSP spending.

10. DATE OF NEXT MEETING

- Suggested as Tuesday 7th November 2017 (to be confirmed)