

FOSP AGM Minutes 28th September 2017

Attendees

Helen Sullivan, Maria Mussell, Rachael Clarke, Fabia Ashworth, Keeley Gibbons, Lizzie Riley-Haworth, Joanna Williams, Katrina Deegan, Neil Mackay, Simone, Garry Watson, Bradley Smith

Apologies

Kathleen Dixon, Michelle Proctor, Sarah Argile

1. Welcome and Introductions

2. Election / Re-election of officers: Chair, Secretary, Treasurer

- Chair – Helen Thornton, nominated by Helen Sullivan, approved by all
- Secretary – Keeley Gibbons, nominated by Helen Sullivan, approved by all
- Treasurer – Garry Watson, nominated by Keeley Gibbons, approved by all

3. Financial Overview 2016/17

- Closing Balance August 2017 – FOSP £3603.94 and Bee Lucky £2249.10
- £5000 has yet to be taken from these accounts to pay for the climbing frame.
- Garry will continue to produce the Charity Commission Statement.

4. Website updates

- The FOSP and Bee Lucky websites have been completely updated and reviewed to be much more user friendly and up to date. Handouts of the content were provided for those who attended to review.

5. Bee Lucky Club

- We really need to drive membership of this club as we currently only have less than 20 parents in the school participating. The Club provides essential funds towards the diocese building fund.
- Next week commencing 2nd October will be Bee Lucky week.
- There will be a piece on the Monday newsletter to explain to parents what it is for and how it works. **Helen S**
- All parents will be sent out the standing order form with the newsletter to give them a prompt too join. **Brad**
- After assembly on Friday there will be forms available for parents to complete there and then. **Fabia/Helen T**
- A log of all forms handed into the office needs to be kept so we can keep track of those submitted and ensure they are notified. **Brad**

6. KS1 Pyjama Party event review to generate Event Summary

- This has been done and will be attached with the minutes.
- We plan to have one more KS1 and two more KS2 Pyjama parties this year from the Spring term onwards. Date tbc **Helen S**

7. Spooktacular Party Planning 20th October 630-830pm

- Flyers and posters have been sent out including the method for ordering tickets.
- Miss Bateman will provide entertainment and Miss. Green face painting.
- Dad's dance
- Games to include hoopla on Witches hats, Roll a Penny, Apple Bobbing, Playing cards tombola, whack a rat and pin the spider on the web.
- Raffle will be bigger this year, and we need to shout about the prizes ahead of the event. Body Shop, Tinkerbean and the Poplettes, Crafty Lass, month Gym membership, Mexx, Shu2U have all donated vouchers. We also have a Swarovski Crystal necklace, a chocolate hamper and a chocolate cake. **Joanna**
- Staffing event and decoration of hall – see list below.
- Factory cakes were donated last year to sell. This will be looked into. **Neil**
- Tombola and non-uniform day Friday 13th October – more information to be sent out to parents to provide guidance on prizes. Tombola will be 50p a go as each go wins.
- Chocolate Fudge Spider Web Cake donation from **Andy Buxton** will be for the raffle.
- Numbers and capacity – 40 families will be given tickets.
- Game prices will be 20p a go – see below.
- We will ensure that there is plenty of water on sale.
- Prosecco will be sold to around the room as well as at the bar.
- We have three more games that need manning – do you know anyone that can help? **All**
- There will be some cakes on sale at the tuck shop. These will be made by **Sarah and Katrina**.
- THOSE HELPING AT THE EVENT DO NOT NEED TO APPLY FOR TICKETS
- Those helping to set up the event can put their school children into Keys Club free of charge.

Price List

Pie and peas £2 and hotdogs £1

All alcohol £2 and cans were 60p

Haribo 20p

Crisps 30p

Fruit shoots 50p

Cup Drinks 30p and Water 50p

Shopping	Helen Thornton
Float £100	Brad Smith
Game Prizes	Lizzie and Fabia
Decorating Hall (straight after school finishes)	Helen T, Joanna, Keeley, Helen S, Brad
Door/reception	Helen S
Raffle tickets £1 per strip	Miss Weldon
Music	Brad
Entertainment	Miss Bateman
Runner /Helper	Maria
Price Lists	Staff tbc
Luminous bracelets 20p	Rachael and Fabia
Tuck shop	Helen T and Joanna
Bar	Staff tbc
Serving hot food	Candice and Jayne
Face painting £1	Miss Green
Hoopla 20p	Make: Chris Thornton Staff: Keeley
Apple Bobbing 20p	Andy Buxton
Roll a Penny 20p	
Card Tombola 50p	Lizzie
Whack a Rat 20p	Make: Brad Staff: Adam Brierley
Lucky Dip 20p	
Pin the Wart on the Witch 20p	Sarah or Phil Argile
Tidying	Katrina, Helen T

8. Fashion Show Thursday 16th November

- Joanna is organising the event and finalising stall holders.
- The cost will be £10 and a raffle prize donation per stall.
- To improve visibility and awareness of the bar, people will come in through the Club Room entrance to school and the door to the hall will be blocked off to force people to walk through the Club Room.
- Flyer being designed by Kathleen Dixon.
- **Final meeting to plan event will be Wednesday 8th November at 3pm in the Club Room.**

9. Artwork Display Thursday 30th November 2-6pm

- This is using a company that we have used before who have left design ideas.
- The company manages the printing, framing and display.
- Cost per original is £6.50 to us and £1 more for additional prints. Price we will sell the items to parents and carers for needs to be agreed and will be discussed at the next meeting. **All**
- There will be tea/coffee and cake on sale from 2pm until school finishes to raise money.
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10. Events plan for School Year

- This needs to be added onto the agenda of the next meeting, but there are no further events planned for the autumn term other than those above.
- 3 x Pyjama parties dates tbc
- St. Patrick's Disco
- Summer Fair

NEXT FULL MEETING THURSDAY 23RD NOVEMBER 6PM

FASHION SHOW UPDATE MEETING WEDNESDAY 8TH NOVEMBER 3PM