

FOSP Minutes from meeting 07/11/18

Attendees: Helen S, Helen T, Joanna Williams, Lizzie Riley-Haworth and Lauren Maher

Apologies: Michelle Procter, Fabia Ashworth, Racheal Clarke, Bradley Smith, Keeley Gibbons, Sarah Argile, Kathleen Dixon

Ladies Christmas Market Night 15/11/18:

Ticket sales at 19 plus 9 with the school office. Likely that most will turn up on the night as have done at past events.

Stalls – 10 booked bringing in £100.00 with them also providing the raffle prizes.

Rachael to promote in the staff room.

Tasks for **Helen T** – Flyer Marl Pits with leaflets left over. Buy tea/coffee/mulled wine (5x bottles). Check the mirror in the boiler room. 2 x £25 floats – raffle and refreshments

Aunty Joyce (Fabia) is baking a small amount to put with refreshments.

Prosecco glasses are in the boiler room along with 14 bottles of prosecco.

Mulled wine can be offered as an alternative to prosecco to add a touch of Christmas. Will warm in the club room.

Setup: **Helen T** and **Joanna** will arrive around 5.30pm to set up the hall ready for stall holders arriving from 6pm. **Joanna** will remind about raffle prize and set up to be complete by 6.45pm. Dawn Rose will arrive 6pm and requires 3-4 tables. Class 2 to be used by Dawn. Club room can be set up with refreshments once Keys is finished. **Fabia** and **Racheal** to set up this.

Signage needed outside school with directions to Hall door. **Bradley**

Jobs list: Welcome and introduction – Helen S, Raffle – Keeley, Door and welcome drinks – Helen T & Joanna, Refreshments – Fabia & Racheal, Tidy up – all.

Calendar:

All in hand. Vicki Watson collected the portraits last Friday and it has all been sent to print. All 12 months sponsored at £40 each.

Selection Boxes:

FOSP pays for 150 selection boxes for the children's christmas parties on 19th December. **Helen T** has contacted B&M and awaiting confirmation of 10% discount before purchasing. Volunteers are required to wrap them prior to 19th Dec. Lauren suggested using the club room on a couple of afternoons to do it. **Joanna** will take some home to wrap. **Helen T** to source volunteers for this. If possible volunteers to provide own wrapping paper as a donation. Total cost £225.

Events for the rest of year 2018/19:

KS2 PJ Party – Thursday 28th February 2019 6-8pm

KS1 PJ Party – Friday 10th May 2019 6-8pm

St Patrick's Disco – Friday 15th March 2019 6.30-8.30pm

Summer Fair – Saturday 6th July 2019

FOSP Balance:

Helen S has requested £800 to top up the Enrichment week funds to total £2500.

Books payment still to be taken out £1000

Selection boxes £225

Exact figures not known at time of meeting but Helen S is confident there is plenty.

Bee Lucky Draws up to date.

Date of next meeting Wednesday 6th February 2019