

Appendix 1 - FOSB Action List

	A	B	C	D	E	F	G
	DETAIL OF ACTION	Subject	DATE RAISED	OWNER	DATE TO BE COMPLETED	PROGRESS NOTES	OPEN/ CLOSED
1							
2	Recruit new FOSB members 2016/17	Members	16/09/15	Helen May/ Kim Smith	on going	Update 12/9/16 - text sent inviting new members to join meeting on 19/9.	Open
3	Put Christmas decorations up - Weds 30th Nov - volunteers needed.	Christmas Decorations	16/09/16		30/11/16		Open
4	Take Christmas decorations down - Fri 16th Dec - volunteers between 9 am -	Christmas Decorations	16/09/16	ALL	16/12/16		Open
5	E-mail to FOSB to request volunteers for the Christmas decorations put up and take down.	Christmas Decorations	16/09/16	Kim Smith	15/10/16		Open
6	Christmas Fair (Thurs 8th Dec) volunteers needed.	Christmas Fair	16/09/16	ALL	30/11/16	Update 10/10 - date changed to Thurs 8th Dec. Any new volunteers for this event are to advise Kim and Lisa.	Open
7	Teas for School Open Day - Tues 15th Nov, 9-10 am	Open Day	16/09/16	Lisa and Kim	15/11/16	Lisa & Kimt supporting this even. Update 10/10 - Mandy Salt also helping.	Open
8	Anna and Mchelle would like to sell the uniform 7th Nov as follows: In the morning at the Reception drop off gate and then in the playground at the end of the school day. Kim to ask office to send a text to parents and carers advertising this event.	Uniform Stall		Kim Smith	10/10/16		Open
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15							