

FOSB Meeting Notes from 12th June 2017

- Present;
Lisa King, Anna Costello-Mannering, Linda Parkin, John Parkin, Donna Farmer, Laura Allan
- Apologies;
Lisa Carmen, Charlene Small
- Plan of this year's events

We re-capped that due to the lack of volunteers we are unable to hold any of the bigger events this year, this includes the Summer & Christmas Fayre, now also BBQ at sports day. We will focus on fundraising for the school and events for the children. Tablet computers are being purchased by FOSB for year 6.

- Volunteers Diary dates

15th June – Breakfast with Dad, for Father's Day – 8am-9am.

15th June, Set up time 1.15pm in the large hall. Father's Day sales to children. LK, LP, LA confirmed. LP & JP will get plates, cups etc. LK will purchase the food & drink.

20th June, 8.30am set-up time, in the large hall. Refreshments for parents at the Induction Meeting. LK confirmed and getting the stock. AC-M can help – **more vols needed**.

6th July – Sports Day – FOSB BBQ has also been cancelled due to lack of volunteers.

19th July – Leavers party 6pm-8pm, **vols needed from 5pm**.

- Year 6 prom / leaver's party - 19th July

Hollywood themed party. Volunteers needed for set up, during event and tidy up. LK can help and will get the stock for this event. EP & LC had previously said they could probably help – tbc.

- Volunteer recruitment

A discussion was held about volunteer recruitment.

- Without more help we cannot run events.
- Different meeting times have been tried, this enabled two vols to attend but meant others couldn't attend. We could try an evening mtg – 7.30pm or morning at 9am?
- Agreed the FOSB section of the website can be improved – JP will prepare text
- FOSB photos will be added to site
- The new parent's induction will be the time at which we make a concerted effort to generate help for next year.
- If this proves unsuccessful then unfortunately no further events for parents will be able to take place.

➤ Finances

Linda Parkin is in post as Treasurer.

Takings are being counted and recorded promptly after each event.

Tablet computers are to be purchased this term.

The issue of funds in the old account is being worked on by the bank.

➤ Safeguarding arrangements for volunteers (reminder)

- Some FOSB vols are DBS checked which means they can undertake roles directly with the children 'regulated activities'.
- Those who aren't DBS checked need to ensure they do not carry out 'regulated activity' this means not working with children in an unsupervised capacity i.e. taking children to the toilet, tidying a cupboard with children, etc.
- All FOSB will be required to undertake a volunteer's induction including signing to confirm they have knowledge and understanding of safeguarding.

➤ 2nd Hand Uniform - dates/times and volunteers

Volunteers are still needed to run the 2nd hand uniform sales in the playground. Uniform will be put out at events (especially new parents induction). AC-M can help on occasions but can't commit regularly due to work commitments. Volunteer/s sought to take this on.

➤ Fundraising

An application to the lottery is being prepared for funding for Drama Club.

It was suggested that information be publicised to parents about what we fundraise for to encourage participation.

- Date of next meeting tbc. We will alternate between day & afternoon / evening.
- Any volunteers who can help at the events listed please confirm with LK individually or reply to this email & details will be passed on. Please try to talk to others about helping with events, we just need an email address to contact them.