

FOSB Meeting Notes from 16th May 2017

- Present; Anna Costello-Mannering, John Parkin, Lisa Carmen, Emma Philpot, Charlene Small.
- Apologies; Lisa King, Donna Farmer, Laura Allen, Linda Parkin.
- 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. We will focus on fundraising for the school and events for the children.

- Volunteers Diary dates

25th May 2017, 1.30pm set up for 2pm start – Refreshments for Yr1 Parents. AC-M, LC & EP happy to serve at 2pm but can't set up as watching the play. LK setting up & buying supplies. **Anyone else free at 1.30pm?**

15th June, Set up time 1.15pm in the large hall. Father's Day sales to children. LK, confirmed. **Vols needed.**

20th June, 8.30am set-up time, in the large hall. Refreshments for parents at the Induction Meeting. LK confirmed and getting the stock. **2 x more vols needed**

Date tbc. – 'Tea with Dad', for Father's Day – event details tbc. **Vols needed**

6th July – Sports Day – FOSB BBQ / stalls – times tbc. See below.

- Tasks to do
 - Father's day gifts need purchasing. Suggestion was made that buying online is easier – anyone who see's anything suitable either pass details to LK or make purchase & submit receipt for reimbursement.
 - Suggestion of just gingerbread men for tea with Dad (kids could decorate in class beforehand & give out.) Discussed the need for events to be simpler now due to numbers of parents. Could this be on the playground or field if weather is nice?
 - Need another non-school uniform day! Ideas for theme's?
- 2nd Hand Uniform - dates/times and volunteers

Volunteers are needed to run the 2nd hand uniform sales. It was suggested it be got out at all other 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.**

➤ Sports Day/BBQ ideas

Discussion around the FOSB BBQ on sports day.

- All present agreed they would only volunteer if it was at the end of sports day (otherwise they sacrifice seeing their children participate!) If it is after the sports day all happy to help.
- With fewer volunteers and more children we feel it best not to run any game / prize stalls.
- Ice Cream van preferred over own ice cream sales (see if we can get a pitch fee or donation)
- Concentrate efforts on refreshments, cake stall etc.
- If it is to go ahead get a 'vols needed' letter out to whole school asap (specifying what jobs / equipment / help is needed)
- Could LK discuss timing with CK asap so we can plan if it's to go ahead.
- Investigate the cost of BBQ hire?
- All present agreed that it was essential to provide some vegetarian food option, maybe ask for pre-ordered numbers as stock will be limited.

➤ Year 6 prom / leavers party. Date/time tbc.

Hollywood themed party. Volunteers needed for set up and tidy up.

Date tbc, will be in July. LK can help and will get the stock for this event. AC-M, EP & LC can help if evening event.

➤ 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.

➤ Volunteer recruitment

This meeting was held late afternoon (5.30pm) some vols who can't usually attend could join us but others can't make this time. A text was sent inviting new members to join FOSB but again no-one came. Efforts will be made to encourage parents to get involved at welcome meetings etc.

➤ Finances

Linda Parkin has taken up post of Treasurer.

LP & LK need to recount the petty cash tin – date to be agreed between them.

St George's non school uniform day profit £219.25

Mother's day profit £113.01

➤ Fundraising

An application to the lottery is being considered 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. 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.