

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	Volunteers needed for Monster Ball on Friday 21st October. Note: vounteers needed for set up prior to parties. Both parties running 3-4 pm, but in separate halls (EYFS, Yrs 1&2 in one hall and KS2 in the other hall.	Monster Ball	16/09/16		21/10/16	NEED 6 FOSB FOR EACH PARTY. Volunteers for both parties are Laura, Kim, Anna, Lisa King. For KS2 only Mandy and Michelle.	Open
4	Send letter advertising Monster ball and include return slip for children attending.	Monster Ball	16/09/16	Helen May / Lisa King	07/10/16	Update 7/10 - letter completed by HM and being issued to children Monday 10th Oct.	Open
5	Sell tickets to children for Monster Ball at £1 per ticket.	Monster Ball	16/09/16	Kim Smith	21/10/16		Open
6	FOSB members to look for best price crisps and soft drinks for Monster Ball.	Monster Ball	16/09/16	ALL	07/10/16		Open
7	Put Christmas decorations up - Weds 30th Nov - volunteers needed.	Christmas Decorations	16/09/16		30/11/16		Open
8	Take Christmas decorations down - Fri 16th Dec - volunteers between 9 am - 5pm.	Christmas Decorations	16/09/16	ALL	16/12/16		Open
9	E-mail to FOSB to request volunteers for the Christmas deocrations put up and take down.	Christmas Decorations	16/09/16	Kim Smith	15/10/16		Open

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10	Christmas Fair (Friday 9th Dec) volunteers needed.	Christmas Fair	16/09/16	ALL	30/11/16		Open
11	Teas for Phonics Workshop - 28th Sept, 9-10 am.	Phonics Workshop	16/09/16	Lisa Mandy Laura & Kim	29/09/16	Lisa, Mandy, Laura and Kim	Closed
12	Teas for School Open Day - Tues 15th Nov, 9-10 am	Open Day	16/09/16	Lisa and Kim	15/11/16	Lisa & Kim	Open
13	Send letter to parents/carers for MacMillan coffee morning on 3rd Oct and to confirm non uniform day (green and white clothes)	MacMillan coffee morning	16/09/16	Helen May/ Kim Smith	ASAP	Update 29/9/16 - Helen created and issued letter. Text also sent from office.	Closed
14	Host MacMillan Coffee event on Mon 3rd Oct. Volunteers to be available prior to event start time of 2:15 pm	MacMillan coffee morning	16/09/16	ALL	03/10/16	Confirmed volunteers are Laura, Kim, Mandy, Lisa King and Lisa Carmen	Closed
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16							
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