

**Friends of South Borough (FOSB) Meeting**  
**Monday 19<sup>th</sup> September 2016, 2 pm**

<b>Present:</b>	<b>Apologies</b>
Mrs Oakley, Deputy Headteacher	Mrs Hunt, School representative
Lisa King	Mrs Olivier, Headteacher
Kim Smith	Donna Farmer
Anna Costello-Mannering	Gemma Collier
Michelle Mann	Sue Hogg
Laura Allen	Charlene Small
Mandy Salt	Helen May
Lisa Carmen	
Ineta Pence	
Kristina Muratoug	

- 1) **Main purpose:** to plan and organise events for Christmas fair and funding.
- 2) **Main update/discussion points**
  - a) **Macmillan Coffee Morning**
    - i. Confirmed date as Monday 3<sup>rd</sup> October 2.15pm.
    - ii. Volunteers for help on this event are Laura, Kim, Mandy, Lisa King and Lisa Carmen.
    - iii. This will be a non school uniform day with a donation of cakes etc for the sale. Letters to go out to parents.
    - iv. Miss Foster to arrange some cakes for each class. *Update post meeting* - donations will be requested from parents and carers instead of this.
  - b) **The Autumn Monster Ball**
    - i. Date decided for this event will be Friday 21st October. Two parties Early Years & KS1 – 3pm to 4pm and KS2 – 4.30pm to 5.30pm. This will be a fancy dress theme, children to wear uniform to school and change for party.
    - ii. This is a ticket event. Kim will go to every class to sell tickets and collect money also tick off children who buy so class teachers can chase up any who have not bought a ticket. Tickets will one pound which will include bag of crisps and a soft drink.
    - iii. Volunteers for both parties are Laura, Kim, Anna, Lisa King. For KS2 only Mandy and Michelle. An email will go out for more volunteers. Need at least 6 people per party.

**A Learning Ladder for Life**



Trust Principal: Mr J Whitcombe MA  
 Executive Headteacher - Primaries: Mr M Wilson  
 Swale Academies Trust Registered Office: Ashdown House Johnson Road Sittingbourne Kent ME10 1JS  
 Registered in England No: 7344732



- c) **Phonics Workshop for Reception and Year 1 parents - Wednesday 28<sup>th</sup> September 9 – 10am.**
  - i. Teas and coffees stall volunteers Lisa King, Mandy, Laura and Kim.
  
- d) **Christmas Fair – Friday 9<sup>th</sup> December, 3:15 – 6pm**
  - i. Discussed Santa to possibly start earlier and to have more structure for the wait for children to see him.
  - ii. Kim and Laura to complete food hygiene course online prior to this event.
  - iii. More details for this event to follow at future next meetings.
  
- e) **Christmas Decorations**
  - i. Volunteers to put names down ASAP to ensure we have enough people.
  - ii. Christmas Decorations to begin going up Wednesday 30<sup>th</sup> November and will be taken down after school on Friday 16<sup>th</sup> December.
  - iii. Email for volunteers for decorations to be sent and also check at next meeting. All helpers with children in the school can put their child in aftercare club free of charge, however, the names of children need to be provided to Lisa King in advance.
  
- f) **School Open Day - Tuesday 15<sup>th</sup> November, 9 – 10 am**
  - i. Lisa King and Kim to cover tea and coffee stall.
  
- 3) **APPENDICES:**
  - Appendix 1 - Actions.**
  - Appendix 2 – Diary of Events.**
  
- 4) **NEXT MEETING:** Monday 10<sup>th</sup> October, 2pm.

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