

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 | 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 | sent | Closed |
| 3 | Letter to parents for donations | Christmas Fair | 21/11/16 | ACM | 25/11/16 | 22/11/16 - drafted & sent for approval & dist. | Open |
| 4 | Put Christmas decorations up - Weds 30th Nov & Thurs 1st Dec - volunteers needed after school. | Christmas Decorations | 16/09/16 | HM | 30/11/16 | | Open |
| 5 | Making Santa's sweetie cones, volunteers needed (Thursday 1st Dec from 9am) | Christmas Fair | 22/11/16 | LK | 01/12/16 | | Open |
| 6 | Raffle prize letters to companies | Christmas Fair | | ACM | 05/12/16 | letters prepared & sent. 21/11 - only 1 response so far, to chase. | Open |
| 7 | Sort donations | Christmas Fair | 22/11/16 | LK | 05/12/16 | | Open |
| 8 | Next FOSB meeting | Meeting | 22/11/16 | LK | 05/12/16 | | Open |
| 9 | Buy small prizes (vols to source, value upto £1) | Christmas Fair | 21/11/16 | LK | 07/12/16 | | Open |
| 10 | Set up Fair (volunteers needed from drop off) | Christmas Fair | 21/11/16 | LK | 08/12/16 | | Open |
| 11 | Christmas Fair (Thurs 8th Dec) volunteers needed. | Christmas Fair | 16/09/16 | LK | 08/12/16 | Update 10/10 - date changed to Thurs 8th Dec. Any new volunteers for this event are to advise Kim and Lisa. | Open |
| 12 | Prepare prizes / games (wrap, label, ticket etc.) | Christmas Fair | 21/11/16 | LK | 08/12/16 | | Open |
| 13 | Take Christmas decorations down - Fri 16th Dec - volunteers between 9 am - finish. | Christmas Decorations | 16/09/16 | HM | 16/12/16 | | Open |

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| 14 | Admin meeting to plan the sharing of the tasks moving forward. | FOSB admin | | Lisa K | 31/01/17 | | Open |
| 15 | 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 |
| 16 | Nearly New Unifrom sales; Need a new location for afternoons. | Uniform Stall | | ACM | on going | | Open |
| 17 | Nearly New Unifrom sales; ask office to send a text to parents and carers advertising this & location. | Uniform Stall | | ACM | on going | | Open |
| 18 | Nearly New Unifrom sales; In the morning at the Reception drop off gate fortnightly. | Uniform Stall | | Lisa K | ongoing | | Open |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |