

Friends of South Borough (FOSB) Meeting
Monday 21st November 2016 2.30pm

Present:	Apologies
Lisa King (LK)	Mrs Oakley
Anna Costello-Mannering (ACM)	Kim Smith
Laura Allen (LA)	
Linda Parkin (LP)	
John Parkin (JP)	
Charlene Small (CS)	
Mandy Salt (MS)	

Main focus: The Christmas fayre and the school Christmas decorations.

1) Main update/discussion points:

A. Christmas Fair

- i) This event will now take place on Thursday 8th December, 1.15 – 4.15 pm.
- ii) Santa will be in attendance and preparations are underway for the grotto. A fireplace and rocking chair has been acquired. The grotto will be decorated on Monday 5th December by LK and another FOSB volunteer.
- iii) The stage in the main hall will be taken down on the 8th December in the morning to allow set up to begin. Volunteers are needed for this event - please let Lisa King know if you can help.
- iv) It was decided to have only one type of soup this year, as we had a lot left last time.
- v) Over 20 letters have been sent / given to companies for raffle prizes, only one donation received so far.
- vi) ACM to draft letter to go home to parents requesting donations of prizes.
- vii) FOSB are requested to look for and purchase small gifts for lucky dip or prizes (under £1.)
- viii) An order has been placed from Baker Ross for some prizes, a 'pick a lolly game' and some art & craft activities.
- ix) There were no attendees from school council today so we will plan stalls as last year as no alternatives / preferences have been put forward.

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- x) An offer of some students from Mid Kent College to do face painting has been made. ACM confirmed that they could volunteer without a DBS provided they were supervised, signed a code of conduct and a reference was supplied by the college. This is in accordance with 'Keeping Children Safe in Education' Sept 2016. (SLT to agree)
- xi) Volunteers are needed to make up the gifts from Santa (sweetie cones) this can be done on Thursday 1st December, straight after morning drop off.

B. Christmas Decorations

- i) Volunteers are needed to help put up Christmas decorations around the school on Wed 30th Nov and Thursday 1st December. An hour of free aftercare can be arranged if needed.
- ii) LP, JP & CS have confirmed they can help.
- iii) Help will also be needed to take them down on Friday 16th December.

C. Christmas Jumper Day

- i) A Christmas Jumper day had been suggested to raise funds for FOSB, possibly in conjunction with the school Christmas meal.
- ii) It has now been suggested this is done in line with the NSPCC national fundraising event, FOSB felt this was not necessary as the children had participated in a big sponsored NSPCC campaign earlier this year and would prefer to keep this as a school funds event.
- iii) LK explained this usually helps fund the Christmas crackers given to the children at the xmas meal. It was thought this might cost £300 but is more likely to be around £50.

D. Tea Towels - Mrs Langridge is looking into tea towels the children can make to sell for school funds. She will try and arrange this in time for Christmas.

E. Bank account

- i) The process has now been started and should be completed shortly. This will allow purchases to be made directly from the account which will be more secure and straightforward.

F. New Members

- i) Welcome to all our new FOSB members. We are really grateful for your interest and any help you offer. If you would like to know more about us please ask a member of the group. Any ideas or input is great for us. Thank you for taking your time to come to our meetings.
- ii) There has been a delay in completing the DBS application for some new members. This needs to be followed up.

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- iii) ACM suggested two levels of FOSB; members (DBS checked) & associates (not checked so don't take part in regulated activity with the children)
- iv) A welcome letter will be devised to explain more about FOSB & how people can get involved.

G. Nearly New Uniform

- i) LK has taken the Nearly New Uniform to the reception playground and this could be done fortnightly.
- ii) It is currently not possible to take to the big playground due to the building works.
- iii) Agreed to take into hall during the Book Fayre this week (ACM can do today)
- iv) Could it be placed in the school office reception, on a self-service basis, with a money box kept behind the desk?
- v) We need to inform office of this so that they can text parents to keep them updated.

H. Food Hygiene

- i) Laura and Kim still to do online food hygiene course.

I. School Open Day

- i) Took place on Tuesday 15th November, FOSB provided tea and coffee.

J. Any Other Business

There was no time for AOB as meeting was cut short as LK was called away.

Date of next meeting: Monday 5th December 2pm (however LK & ACM are unable to attend so will be sending apologies)

1) APPENDICES:

Appendix 1 - Actions.

Appendix 2 – Diary of Events.

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