

## **FOSB Meeting Notes**

**4<sup>th</sup> December 2017, 2pm.**

Present: Lisa King (LK), Linda Parkin (LP), John Parkin (JP), Laura Bell (LB), Laura Ryder (LR) Gemma Braybrooke (GB), Deborah Reardon (DR)

Apologies: Anna Costello-Mannering (AC-M)

Notes:

All attendees were welcomed by Lisa King.

Thanks were extended to all who helped put up the Christmas decorations; about a dozen people helped during the afternoon. Thanks were also offered to those who donated additional items. Volunteers are needed to take decorations down on 15<sup>th</sup> December, from 2pm. The newsletter of 4<sup>th</sup> December covers this request. Linda Parkin, John Parkin and Steve Ryder will be available from 2pm to start. (SR, JP, LP)

It was agreed that a further request for donations of small Christmas trees and streamers/garlands should be circulated soon after Christmas, before decorations are put back into storage. (LK). Laura Ryder will look out for after Christmas sales of streamers and purchase if available (LR)

Decorations will be sorted ready for next year, before being stored. New boxes are required (JP) and we will also use black bags (LK). John Parkin will determine when best to tidy up the storage shed, before decorations are put away (JP)

The nearly new uniform sale will take place in the small hall from 2.30 tomorrow, 5<sup>th</sup> December. (JP, LP) Gemma Braybrooke and Laura Ryder volunteered to cover sessions next term (GB, LR). A newsletter will be sent next term, asking for donations of jumpers/cardigans and fleeces. (LK)

The Christmas disco has attracted 9 or 10 volunteers to date and these need to be sorted into group allocations (LK), Anna Costello-Mannering (with children) and Laura Ryder have volunteered. Gemma Braybrooke is available for Reception. Linda Parkin & John Parkin are available from 2 to 3, to help set up. (LK, AC-M, LR, GB, LP, JP)

Wrapping material is required for pass the parcel. (All) LK has provided cups and drinks. Crisps varieties are required. LP will buy (LP) and LK will advise numbers by text. (LP, LK)

Another 100 balloons are required. Laura Ryder to buy in another colour (LR)

The Summer Fayre was discussed in general terms. Linda Parkin will review past accounts for these events to determine which days have proven most profitable (Friday pm or Saturday), Laura Ryder is checking out future local events which might

conflict with June or July dates and Lisa King will review public liability insurance. (LP, LR, LK)

In January, Laura Ryder will draft a letter from her law office to Lloyd's Bank head office, to try to unlock the frozen bank account. This letter will need approval from Mrs Oakley, prior to issuing. Lisa King will make the account details available and pass on the letter for approval. (LR, LK)

Laura Ryder has provided Lisa King with tooth fairy bags.

The matter of the new tablet specification is with Miss Ballard. The new devices may not be Kindles and it is hoped that this will be resolved early next term. (LK)

The meeting to discuss the Facebook group will not now take place until next term. (LK,GB, Tina Oakley)

The email from Mr Marsh to John Parkin, regarding FOSB promotion on the school website has now been provided in paper form. John will consider how best to progress this matter, as the FOSB profile has recently increased.

It was noted that only the most recent newsletter is available on the school website and there would be benefit in being able to access all recent newsletters.

Lisa King will make more space in the FOSB storage area, when the crackers have been removed. (LK)

The next meeting will be held on 15<sup>th</sup> January at 2pm.