

FOSB Meeting Notes

26th February 2018, 1pm.

Present: Linda Parkin (LP), John Parkin (JP), Laura Bell (LB), Laura Ryder (LR), Gemma Braybrooke (GB), Deborah Reardon (DR), Katie Mateias (KM), Anna Costello-Mannering (AC-M), Charlene Small (CS),

Apologies: Lisa Carmen (LC), Lisa King (LK)

Notes

JP chaired the meeting, all attendees were welcomed.

JP explained the need to formalise the minutes and in turn the structure of FOSB, to meet statutory requirements and in addition at the request of the trust.

- An AGM will need to take place and positions (Chair, Vice Chair, and Treasurer) will need to be voted on. Articles of the association will also need to be drawn up.
- Parentkind (formally PTA UK) are a recognised organisation which provide guidance on the running and organisation of a PTA. Included in the membership is insurance cover for events. It was agreed to re-new the (lapsed) subscription at a cost of approximately £100. Their suggested structure can then be worked towards over the next few months ready for an AGM in September.

The office had been missed off the circulation list, now back on.

It was agreed that no further food hygiene certificates were needed for now. In planning the next event that involves any cooking / preparing food we will re-visit the matter.

The issue of DBS checks was discussed. It was agreed that no FOSB members would need a DBS check as the role does not include any direct supervision or one to one work with children. All members should remember this and ensure they are never asked to undertake a role they are not cleared for i.e. escorting children to the toilet etc. The only exception would be for posts involving finance in which case an enhanced check would highlight any convictions which may need to be taken into account for this type of role.

There was a discussion about the possibility of applying for charitable status. It was agreed that the Friends structure would be sufficient for now and to consider this again if the need arose – for any specific funding etc.

The possible application to the Lottery was discussed at length. It was explained that the work done so far on the application, whilst a strong case, didn't quite meet the requirements. Further suggestions were made and LB agreed to support ACM in preparing a final draft.

It was also noted that Local Counsellors, the Parish Council and other organisations could be approached for specific funding requirements, however it was agreed we would save these requests for something specific.

The funds 'locked' in the old bank account were discussed again. The bank will be written to requesting a change of signatory to 'put the ball in their court'. Maybe Parentkind can advise on this once we are members again!

GB updated of the Facebook group. It was agreed people would be added as they attend meetings or display active involvement in FOSB.

A discussion was had again around the combining of non-uniform (for a charge) along with the Mothers Day gift sale. There were mixed feelings about combining the two events, whilst some felt it was easier to remember to give the children money on just one occasion, other raised concern about the combined cost for those on a tight budget, however if we were to avoid this then events would need to be more spaced i.e. a week apart won't make things much easier if funds are tight for people.

- It was agreed to compare the income from this combined event with individual sales and non-uniform days and see if there is any difference in takings before deciding what to do for future events.

The cupboard had been cleared out and sorted by LP, JP & ACM that day. Lots of additional stock from previous events was found (sadly including lots of perishable items which had gone out of date). Everything usable was sorted and clearly labelled and we agreed to be careful not to buy excess in future and possibly to try to return unused stock for a refund.

- Mothers day sale on Thursday 8th March.

Meet at school at 1.15pm. Confirmed volunteers are KM, CS, LB, JP & LP

After the sale any remaining stock needs to be sorted; added to Fathers Day stock if suitable i.e. chocolate with a long enough date, returned to store for a refund or boxed and labelled for use at next year's sale.

- Easter Egg Hunt Wednesday 28th March.

Volunteers to meet at school at 1pm. CS has been involved before so will lead the organisation of the event. LK to buy the 3 for £1 treats for 345 children.

A save the date for the Summer Fair on 7th July is to go out (DR will send to staff). ACM will draft a letter to accompany the school newsletter to ask for expressions of interest in helping of supplying services i.e. bouncy castle, ice cream van, etc.

A competition for the children to design a logo for FOSB was suggested. This will also be included on the FOSB letter to go home ahead of the Easter Holidays.

Next Meeting 23rd April @ 2pm – look out on the Facebook group for any updates before then.