

Minutes of FOSS meeting

Date: 26 June 2026

Time: 15.15

Venue: Shortlanesend School Hall

Members Present: Emma McClary, Ginny Hosken, Lana Walker, Amy Vincent, Zoe Vale, Morwenna Grylls, Zennor Robinson, Verity Allison, Hayliee Davies, Mr Richards (from 15.55)

Agenda:

- Discussion of reassignment of roles of Treasurer, Chair and Secretary and the distribution of information regarding Parent Kind and the FOSS constitution
- Annual spending
- Events in 2025/26
- Savings account and allocated funds
- Other ideas for events/other business

Discussion and Decisions:

- Ginny and Emma will be standing down from their roles as treasurer and chair respectively in August. These roles, plus secretary (following Lucy's departure) have been assigned to the following:
 - Chair – Amy Vincent
 - Secretary – Zoe Vale
 - Treasurer – Lara Scott

This motion was seconded by all members present.

- Information was disseminated about Parentkind membership, the FOSS constitution and public liability insurance
- It has been suggested that the budget of £250 per class could potentially be increased to £350, as not all classes used their allocated amount in the last school year.
- New members were made aware of the FOSS constitution.
- Within the savings account, there is approximately £6000 allocated to finish the work on the sensory garden. This needs to be spent by October. Contact needs to be made with Steve to check the progress and whether this deadline is feasible. £1000 has been allocated for the shed floor. £400 from the Kenwyn Benefit Community Fund has been allocated for a village event. Some suggestions included a hall event, Halloween or Easter trail and colour fun run.
- The sensory garden remains a work in progress that needs attention. Issues raised regarding ongoing maintenance (paid contractor/volunteers and associated risk

assessment, liability insurance, etc), contact for current works, and the barriers to teachers being able to use the space in its current state.

- Possible events to carry forward into the new school year included the rainbow raffle, usual Christmas and summer fayres and potential resurrection of bingo!
- Mr Richards outlined plans for class trips in the new school year and mentioned some of the costing issues (especially in terms of transportation).

Action Items:

- Handover of roles to continue over the summer; Amy will contact Lucy separately to acquire relevant materials and computer files. Lara to liaise with Ginny regarding accounts handover.
- A thorough review of the sensory garden to assess remaining incomplete works and to consider ongoing maintenance needs.
- Enquiries to be made concerning the sensory garden, contacts, potential adoption of maintenance by Mitie (or alternative contractor/volunteer arrangement)
- Zoe to investigate costings for sensory garden management
- Ginny will present accounts in the September AGM

Next Meeting:

September AGM date to be confirmed via group chat

Adjournment:

The meeting ended at 16.15