**FOSS**

**Meeting 18th January 2017**

**Minutes**

**In attendance:**

Barry Hilton (Chair) (BH)

Amanda Solway (Treasurer) (AS)

Jane Tomlinson (Secretary) (JT)

Tasha Boyns

Rachael O’Dowd

Chad Wilson

Mark Easter

Matt Walker

|  |  |  |
| --- | --- | --- |
|  |  | Action |
| 1 | **Apologies:** |  |
| 2 | **Minutes of previous meeting (circulated prior to meeting):**  Agreed |  |
| 3 | **Actions from previous meeting:*** All completed
 |  |
| 4 | **Finance Update*** **Balance report** – £2907.87 in the bank plus £778.62 in cash. No outstanding invoices at this time.
* **Any major income/expenditure** – Squashbox theatre cost £324. Awaiting quotes to look at new sound system for school hall, CW to chase. Agreed in principal for £500 to be spent on play equipment for Reception year children, CW to take forward.
* **Access to funds** – all completed no issues at this time. To be removed from standard agenda items.
* **Approval of on-line banking –** all completed no issues at this time. To be removed from standard agenda items.
 | CWCW |
| 5 | **Committee and Constitution*** A copy of the original constitution (from 2003) had been received from the Charities Commission, this names the contact as Ian Holroyd and states that there are 14 ordinary committee members, in addition to those “in Office” (Chair, Treasurer and Secretary). A quorum for an AGM requires “the number of members personally present is at least three times the number of Committee Members in office at the commencement of the meeting.” All were happy that we could achieve this.
* TB had been in contact with Friends of St Marys School PTA Group and had received some useful information as they had recently updated their constitution and had it put into plain English. To ask for a copy of their “plain English constitution” to see if appropriate to amend and introduce for FOSS at the next AGM.
 | TB |
| 6 | **Previous Events****Christmas Raffle*** The Chair gave thanks to all of those involved in the Christmas raffle for their hard work in organising the raffle, the prizes, the tickets and the draw on the day. A £309 profit was made from the raffle which will be put into FOSS funds for future spending for the school.

**Squashbox Theatre*** This event was well received by all and comment was made that it is nice to treat all of the children together at one time. The show was easy for the school to accommodate and the advantage of having the show in school was that no transport costs were involved which can be prohibitive.
 |  |
| 7 | **Upcoming Event**08/03/2017 (Wednesday) – St Pirran’s Day Disco, 17:30-18:30* **Music –** Ryan Penhallurick has again kindly agreed to provide the disco. JET to inform of date and timings.
* **Snacks** – A discussion took place around what snack to provide and the timing of the event. It was agreed that if the event was put on at 17:30 we could provide Hot Dogs for all of the children. AS agreed to source Hot Dogs, buns and tomato sauce for the event.
* Café – it was agreed that a parents café would again be provided, but this ime in class 2 as it was accepted that having the café outside class 5 did not provide enough room and not all parents were aware that it was there. TB to source cakes for the café.
* **Staffing** – ME, AS, BH, MW, TB, CW and ROD could all be there to help to staff the event .
* **AOB –** Price to be £2 (including a Hot Dog).
 | JETASTB |
| 8 | **Treat Friday*** **Stock Levels –** more stock is needed, Wispa and Twirl seem to be popular. Also agreed that stock could be sourced from a variety of suppliers to allow us to make a reasonable margin. AS to source more stock.
* **Rota:** see separate excel document.
 | AS |
| 9 | **AOB*** AS to e-mail Sherry to try and get access to the FOSS Facebook page.
 | AS |
| 9 | **Date and time of next meeting**Thursday 16/03/2017 at 5pm. |  |
| 10 | **Close** |  |

**Upcoming Events**

* 14/10/2016 (Friday) – Autumn Disco (18:00-19:00) – see above
* 12/12/2016 (Monday) – Christmas event briefly discussed and decided that would take away from the Kenwyn Church Event. Previous carol events were only just breaking even financially, decided to just do the Christmas Raffle.
* Christmas raffle – tickets could be sold after October half term for a draw at the Christmas event. Acknowledged that desirable prizes would be required so all at meeting asked to enquire with acquaintances regarding the donation of prizes.
* 06/03/2017 (Monday – St Pirran’s Day Disco – this could also include a parents café where cream teas could be served.
* 01/07/2017 (Saturday) – Summer Fair, this would be a Saturday so the whole village could get involved. Having the event on a Saturday also allows more time for people to browse and enjoy and it is though more parents would attend (as both could attend rather than just 1 after ).