

**Tuesday 23<sup>rd</sup> January 2024**  
**19:00-21:00**

## Meeting Minutes

Attendees		Apologies
Daniel	Jenna Ke	Jenna Kn
Sarah	Seema	Paula
Caroline R	Jo	Amanda
Ben	Gretel	Sofia
Miriam	Tamara	
Caroline S	Emma	

### 2. Matters Arising

Jo queried why the profit from the bonfire is only approximate, Caroline R and Daniel explained the numerous issues we are having with accessing the bank account, we can currently deposit money but then extract it to pay for supplies.

### 3. Previous Events Review

#### Santa Run 08/12/23

Overall went well, dry weather and a good number of volunteers. The route worked well, Chris suggested changing the day to a Monday, so less people are at Christmas do's and more volunteers available.

Income £690, sweets £21, profit - £669 significant increase compared to last year.

#### Christmas Brochure

Difficult to work out who has paid due to limited access to the bank account, can only see monthly via the statement.

Still got £280 outstanding from advert payments- Seema & Daniel to chase.

95 copies sold, 150 printed, next year just print 100 copies.  
95 x £3= £285

Printing costs- £246.36

Adverts- £685

Profit- £723.63 slightly down on last year due to less adverts and increased printing costs but everyone agreed that the brochures were better quality.

Discussed the possibility of selling tickets and brochures together, to ascertain how many to print. Parents attend multiple shows and only purchase one brochure.

## **12 days of Christmas trail**

Start and finish at the traders, compiled 100 packs but unfortunately only three were bought. Income £5 Spent on packs £30.

May be able to use the packs next year and the sweets at disco.

Winners Anabelle and Nina Metcalfe.

## **National Popcorn Day – 19/01/24**

Profit -£217, no out-goings as all stock left over from Bonfire Night. In future events, pre-bag popcorn but people may prefer warm popcorn. No hot drinks sold, maybe because they were positioned after the popcorn.

Natalie Hamilton said that she has a similar popcorn machine, may be helpful to borrow at future events.

Discussed a candy floss machine but very messy, less popular than popcorn and no where to store it in school.

Future events for popcorn- Sports Day, Summer Gala, maybe Rose Queen, family Bingo.

## **4. Forthcoming Events**

### **Disco -09/02/24**

Disco lights – Gretel, Daniel, Seema & one parent in year 3

Require extension leads.

Jenna Ke to use her sound system and microphone to play music and organize games. Tamara has a Bluetooth microphone if required.

Games- Corners. Limbo x2 for juniors to make it quicker, dance off, musical statues.

Chocolate Swiss Roll- Dairy free, Vegan – buy a six pack of Moo free.

Sweets as spot prizes- all halal and vegan to make it easier.

KS1- 18:00-19:00

KS2- 19:15-20:30

Volunteers- Jo to ask staff,

KS1- Seema, Caroline R, Sarah, Miriam, Jenna Kn, Daniel

KS2- Seema, Caroline R, Ben, Jenna Kn, Daniel

Allergies- need to be discussed with parents at drop off, allocate a volunteer to keep a close eye on the children with allergies. Not school's responsibility as outside of school hours, first aid trained volunteer should attend. Some children must carry an epi-pen due to severe allergies. Jenna Ke enquired how many people are epi-pen trained.

School provides lunch to children with allergies first, follow suit at the disco and provide snacks to the children with allergies first.

### **Easter Raffle -28/03/24**

Look out for prizes, please message any ideas on the FOSMS what's app asap.

Jenna suggested a £99 per person holiday offer.

Other ideas included a Bluetooth speaker, Northcotes voucher (Jo to ask Catherine), Drone, Heated Blanket, Everything Retreat voucher (Jenna Ke to enquire) and an ice bath. Jo suggested city escapes voucher.

Tickets to be distributed on Monday 19<sup>th</sup> February need prizes beforehand to print on tickets. Every child is distributed one booklet to sell, if more are required ca be obtained from the school office.

Details on tickets, name, phone number, prizes and charity number. Daniel to print tickets on-line.

Unsold tickets must be returned.

Could be sold at the church quiz night on 23<sup>rd</sup> February 2024.

### **Family Bingo – 18/05/24**

Sell tickets beforehand, doors open 18:00, Miriam has some bingo books.

Separate games for children and adults, Jenna suggested entertaining the kids in the art room during the adult bingo games.

To be discussed further at the next meeting.

## **5. Finance**

Difficult to update due to bank account issues, Caroline has contacted them several times.

Bank balance Nov 23- £7463

Paul banked £411.42 for Santa run.

Queried whether it is worth changing bank provider or continue to pursue Santander further.

The Charity commission updated, Daniel can now add Sarah and Jenna Ke.

Those of us here present confirm that the following individuals are to be removed from the account:

Helen Dawson Smith, Rachel Strand, Jane Margerison, Lisa Nelson, Caroline Wells.

In addition, we confirm that Seema Chudasama, Caroline Roundall, Sarah Hunt and Daniel James are to be added to the account as a signatory.

Signature:

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## 6.School Update

Outdoor classroom quotes £7500 to replace floors and joists, £4300 path with composite decking. Discussed whether it is worth repairing, benefits to school. Alternative repairs.

Not a large enough amount for school bid, cannot be used from school budget as the outdoor classroom isn't classed as essential. Always been paid for by FOSMS.

Trim trail still not replaced.

## 9. AOB

Jenna suggested date for FOSMS Christmas meal -06/02/24 at 19:00, added to what's app group.

*A gentle reminder to all FOSMS members to kindly read and reply to all emails/ messages even if you are not able to assist with an event/request.*

## 9. Date of next meeting:

**Tuesday 5<sup>th</sup> March 2024, 19:00 school**