

Tuesday 28th November 2023
19:00-21:00

Meeting Minutes

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

2. Matters Arising

Discussed e-mail address for FOSMS.

3. Previous Events Review

Spooky Disco

Seemed to work well, including the pre-filled slips, the entry & exit route and food in the art room.

DJ cost £200, previously this was agreed to £150 by Zohra but only for two discos.
(Amount to be confirmed by Caroline)

Income £540 minus the costs the profit was £240, last year this was £350. Queried if we spent more on sweets and snacks this year.

Discussed whether we can DJ ourselves to save money, use Spotify and Jenna's stereo system. Jo suggested that we need a combination of dancing and games.

Disco Lights- Daniel, Gretel, Seema

Jo mentioned that we need to be more aware of an increase in food allergies, as we have some children with epi-pens and diabetes.

PRS license – sound dynamic- Daniel. Jenna said it costs around £3 per year.

Bonfire Night

Card machine and token system worked well and reduced queuing.

Tamara mentioned that she was running out of change. Discussed using a token system for everything. Paula queried whether people would have spent more knowing we had a card machine. Tamara suggested we could purchase another card machine and Daniel said that phones newer than an iPhone 12 can act like a card reader.

Maybe tokens of different values and have offers on the tokens the more you buy.

Jenna suggested pie and peas at the BBQ due to increasing costs.

Spent £400 on BBQ and £670 income.

There was some miscommunication of who was sources the vegetarian food, suggested methods to reduce costs, set a limit, source meat from elsewhere. Jo to obtain a breakdown of the meat costs.

Suggested to source other items- Onion, cheese slices, Napkins, Tomato ketchup, and mustard as freebies from supermarkets (supermarket champions- Asda, Tesco and Sainsburys).

Trouble at the gate due to aggressive requests for donations upon entry. Daniel went to discuss, and vests and donation buckets were left at the gate unsupervised. Hopefully won't put people off for next year. The gate volunteers were late and there were 20-30 people already inside.

The fireworks were very good- thanks to Aaron for sourcing.

One bucket between stalls rather than having to split money and multiple queues, and more float for stalls.

Need two people on the popcorn stall- very popular. No candy floss next time.

Need to fill mulled wine less- need smaller cups, use paper cups, use hobs not slow cookers. The hot chocolate cups were too small. Some glow items poor quality. Comments regarding recycling.

Gross profit £2700, profit approximately £1200-£1400. Caroline has a breakdown of each stall.

4. Forthcoming Events

Santa Run – 08/12/23 both Mellor and Mellor Brook

Ben- Santa

Arrival – 5:15 to set off 5:30

Volunteers- Mr. Blackburn?, Jenna Ke, Sarah, Paula, Jackie, Gretel, Caroline S, Tony Daly.
Paul

Daniel to organize street collectors license, lamppost signage.

Jenna/ Sarah- Facebook updates

Trailer/ Sleigh- Chris

Hi-vis vests- Daniel to clean and collection tins.

Please bring Santa hats or festive accessories.

Sweets in pockets

Christmas Production

Raffle- school supplies prizes, raffle drawn during production.

Tues am- Amanda & Jenna

Tues pm- Seema & Tamara

Wed am- Daniel & Jenna

Wed pm – Paula and Gretel

Nativity in church

Volunteers – Jenna Ke, Miriam, Amanda, Daniel, Emma, Caroline S, Sarah.

Tea/ Coffee and Mince Pies.

National Popcorn Day – Friday 19th January

After school on Friday, volunteers to be organized via what's app group.

Christmas Trail

Gretel suggested after attending the Ribchester Easter Trail.

Gretel and Jenna to organize, to take place during the Christmas holidays (22/12-30/12).

Daniel to source prizes. Everyone receives a sweet, map and pencil for £2 per child, siblings an additional £1.

Christmas Booklet

Adverts- lost 2-3, gained 4-5. Discussed number of booklets required (100 seats), we ordered 200 last year but there were lots of booklets left, therefore agreed to order 150 booklets. £3/booklet.

5. Events

Half Term Disco- 09/02/24

Easter Raffle – 28/03/24

(Induction day for new EYFS 13/05/24)

Family Bingo – 18/05/24

Games and bar, purchase tickets in advance. The Hall can hold 120 people, suggested maybe Village Hall. Need snacks, prizes, dabbers,

Summer Gala- 28/06/24

Suggested Wonka bars with gold tickets, sell after school and win prizes.

6. Finance

Seema to contact charity commission to add Daniel.

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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7. Champions

Grant applications- Jenna Knott

Supermarket champions- nominate people to go at the end of the month ready for events in the next month.

8.School Update

Advertise in carrier pigeon.

£1500 repair of cargo net required, floor of outdoor classroom- rotten and condemned.

9. AOB

Purchase of the popcorn machine, Daniel proposed, Jenna Ke seconded everyone agreed.

Discussed organizing a Christmas meal in January.

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 23rd January 2024, 19:00 school