



## Committee Meeting Minutes

Wednesday 7<sup>th</sup> February 2016 8.00pm  
Staff Room, Chase side School

**At the meeting:** Isabelle Stone (Chair), Anita Jena-Smol (Vice-Chair), Andy Hall (Treasurer), Sarah McGoohan (Secretary), Sam Williams (School liaison), Georgia Elliott-Smith, Kelly Underwood, Joanna Brett

### 1. Apologies

Ken Ferguson, Debbie & Charlie Baxter, Daniel & Caroline Liversidge (happy birthday Danny!), Joni

### 2. Matters arising from last meeting

Last meeting minutes agreed by committee as accurate.

Toy & Gift amnesty – deadline has passed.

**ACTION AJS:** To arrange sorting out the gifts as part of Heaven clearout – due this week

### 3. Events

#### Valentines Disco – Thursday 11<sup>th</sup> February

Helpers are on standby – Lorraine, Caroline, Nisha, Lynne Isabelle. Thanks to Sam who has rounded up a few more teaching helpers.

There has been a growing number of concerns in the last week raised by Year 6 parents who have been disappointed that Year 6 have not been included in this year's Valentines disco.

The Committee were initially contacted by one parent in early January and re-considered including Year 6 at this point and again in late January. The decision to leave out Year 6 was based on the following issues:

- It was thought that Year 6 were taken out of the Valentines disco last year (we have since clarified that this was not the case. FOCS would like to apologise for this oversight)
- With previous events we have struggled to get enough helpers
- The logistics of up to 180 kids in the main hall is quite a struggle
- Year 6 have their own Leaver's disco event later in the year to which FOCS contribute £500
- It was a joint decision between FOCS and the school
- The school felt that the Year 6 staff already have a lot of school commitments and that it would be unfair to ask them to support the Year 6 disco event at this time

FOCS were not aware of the strength of feeling amongst the children in the year, nor that they had written to the school and organised a petition. FOCS and the School are re-considering next steps.

*Since the meeting: It has been agreed to host an additional Year 6 'Spring Fling' Disco event some time after SATS tests, date to be confirmed, subject to there being enough parent helpers to co-ordinate the event.*

#### Quiz Night – Friday 18<sup>th</sup> March, probably 7.30pm for 8pm start (tbc)

Sarah Rogers is confirmed to do the quiz – this will be her last one with the school.

Have agreed in last committee meeting to re-instate slips + advance payment

Quiz night helpers to be confirmed closer the time (just need to set out tables, crisps etc.

Georgia spotted that the dates on the FOCS website are incorrect

**ACTION SMcG** – to get a letter drafted for printing.

**ACTION AJS** – to check if Caroline is happy to do slips for quiz night

**ACTION AJS** – to email Bruce to clarify dates on quiz night & race night

**ACTION AJS** – to check Heaven for prizes

#### Race Night – Friday 22<sup>nd</sup> April (time tbc)

Georgia updated committee on plans for the race night. She has contacted a few local law firms to see if they would sponsor the event.

Vanderpump & Sykes are very interested in sponsoring £200 to cover cost of buying DVDs, tote, stocking the bar. In return for sponsorship activities on the night e.g 'brief words from our sponsor', logo on the screen/tickets etc.

How it works: Guests place 50p-£1 bets on each race (approx 8-10 races on the night). 50% of cash per race goes to FOCS, the rest gets divvied up between the race winner(s).

Agreed that this should be a ticketed event, £3 admission gets your first drink.

Staffing: Lynsey has agreed to organise the bar

Other helpers: Hosting & compere (probably Georgia), cashiers on the tote (decide this later), someone to plug the betting numbers into the spreadsheet (probably Andy)

**ACTION IS** – keep TENS license on your to-do list!

**ACTION GES** – to get the letter & slip ready for proofing – need to get this out before easter break?

**ACTION Lynsey M** – to report back on bar for next meeting

Georgia asked whether we should consider local firms sponsoring other events in a similar way i.e. quiz night?

**ACTION GES** - to explore options

#### Matchbox event – just after May half-term

To discuss at next FOCS meeting

**ACTION SMcG** – have we got a letter for this one?

#### Summer Fayre – Saturday 2<sup>nd</sup> July 1-4pm (tbc)

Charlie has kindly agreed to take on the role of fund-raising co-ordinator. Ann has passed all the stuff over to Georgia

**ACTION GES** and Charlie to do handover (note AOB!)

BBQ team pointed out after last Fayre that one of the barbecues is in poor condition.

**ACTION AJS** – to speak to Matt to see if he is up for sourcing a new BBQ on FOCS behalf?

**ACTION IS** – to book Bouncy Barry for bouncy castles

**ACTION IS** – to contact Winkworths to see if they are happy to do boards for summer fayre

*\*Q: What does a skeleton order at the bar?*

*A: A pint of lager and a mop.*

## **4. Funding Requests**

No new requests reported

## 5. AOB

Andy has been exploring why FOCS post is not being delivered to the school. For example the Library café post a cheque to FOCS but it never arrived. Andy has raised this with the Royal Mail Head office; need to agree a naming convention i.e. School name | Named FOCS rep | Trinity Street etc.

Andy is still on it

**ACTION GES** to report this back to Charlie in fundraising handover

Happy Bag – it was clarified that Happy Bag fundraising was not significantly lower than previous times, agreed to continue as usual. AJS asked if we will be having another Happy bag event this year – committee agreed not to as we did the January one so late (we usually do one in winter term and one in summer term, but summer might be too soon).

School uniform sale – are we having another one? The last one raised approx £70-80 but it's a lot to organise and we had a lot left over afterwards. Agreed to do a uniform giveaway + honesty pot for voluntary contributions.

Thanks to Joanna Brett who has agreed to organise this.

**ACTION JB** – co-ordinate giveaway and shout if you need helpers!

## 6. Date of Next Meeting

And the date is... Wednesday 1<sup>st</sup> March 2016