

FOGS Meeting – Monday 2nd October 2017, Unicorn Hotel, 8pm

Attendees: Lindsey Palmer, Rob Severn, Hayley O’Shea, Tara Cook and Sarah Stevenson-McNeill

DRAFT AGENDA POINTS and AGREED ACTIONS

1) Chair's Update

- Gala feedback and planning for next year
- Raffle prize collection
- **GENERAL ACTIONS:**
- Rob/Taseta to organise a Christmas raffle, Rob to purchase books of raffle tickets with a view to sending them home in book bags with return envelopes for cash. Maybe these envelopes could be collected in a box in the school office? We would like the draw to take place at the Junior Play on 18th December.
- Raffle Prizes: Taseta is organising raffle prizes, Lindsey to ask the local businesses who donated to the Gala, everyone to ask their respective contacts.
- We ideally want a FOGS page on the school website, which we believe is currently being redesigned. Hayley will talk to Head about a FOGS Page tomorrow, so we could upload Meeting Minutes for all to see. In the meantime, they will be uploaded to Facebook as an interim fix, so everyone has access.
- Lindsey to ask Smart Hair & Beauty for the bank details of the winner of the missing ‘Ice Skating’ prize, so a cash replacement of £27 can be transferred from FOGS funds.
- Hayley to talk to Head about organising School Christmas Cards
- Committee to agree the date for next year’s Gala this week, so we can book acts/stallholders

2) Treasurer's Update

- Bank Accounts:
 - FoGS funds currently total £7000
 - NEW ACCOUNT with Lloyds has been set up offering additional electronic flexibility.
 - OLD ACCOUNT with Natwest is due to be closed and money transferred by previous Treasurer to new account in mid-October.
- ACTION:** Sarah and previous Treasurer to conclude the ‘handover/transfer’ of old account to new account, and take receipt of Financial Report.

- Funds Raised to date from events since April 2017 : **£4920.16**
- Funds Raised to date from donations since April 2017 : **£500** from Punch Taverns

- Expenditure Update
 - £72.50 on National Trust Educational Group Membership

3) Fundraising from Events & Activities – update on events and activities:

- **Prosecco & Pamper Evening** to be held Friday 17th November 7-10.30pm
 - Working group of Carla, Sarah and Tara established but additional volunteers welcome.
 - Healthy interest received from 10 stall holders to date.
 - Tickets to be sold via Eventbrite -£7 including free glass of prosecco and raffle ticket

ACTION: Hayley to put a Teacher's invitation in the staff room to the Pamper Night.

Lindsey to organise a Temp Event license from Newark & Sherwood council.

- Potential **Bonfire Disco** on 3rd November 2017

ACTION: we decided there was too much going on for the kids at that time, so we will abandon the idea and do a Valentines Disco next February instead. Lindsey to tell Paul Jeffrey and Head.

- **OAP Sing-a-long** on 7th Dec at 2pm in school

ACTION: Hayley/Taseta to organise sale of Tea/Coffee/Cakes

Lindsey to set up an A-frame in the playground to advertise for Volunteers / ask for donations

- **Village Light** Switch On on 8th Dec

ACTION: Hayley and Lindsey to meet up with Janie Simpson to discuss the plan of action. The Head has been advised.

- **Infant Nativity** on 13th Dec at 2.30pm and 6pm

ACTION: Hayley to organise the sale of Tea/Coffee/Mince Pies/Mulled wine with helpers

- **Junior Play** on 18th Dec at 6.30pm

ACTION: Sarah and Tara to organise the sale of Tea/Coffee/Mince Pies/Mulled wine at this event. Rob to draw the raffle at this event

- **School Uniform Nearly New shop**

ACTION: Head will hand over the left over Lost Property after next week, and we can ask for donations of school clothing from parents (Tara/Sarah)

We will hold a Nearly New Sale at the PARENTS EVENING on 7th and 9th November

We will sell cakes at the same time. (Hayley/Taseta)

4) General Fundraising

- Easy Fundraising, Aviva etc.

ACTION: Tara to set up a Messenger group for Committee Members to circulate

Taseta can keep us all updated on any general fundraising activity through this.

5) Future Expenditure Ideas

- Smart/White Boards **ACTION:** Head to come back after Aspire have researched

- 96 x Books for Christmas **ACTION:** Head to provide No of ages & Sarah to research books

- Water Bottles – this is a possibility, we need to look into after we know price of Smart boards

- Astro Turf – we thought this was potentially too expensive, but happy to look at it.

6) AOB

- Charity status to be researched. **ACTION Sarah**

7) Date of Next Meeting – Thursday 30th November 2017 at 8pm in The Unicorn

- **ACTION:** we need an AGM in Autumn Term, date as above

- Make a plan of events for 12 months

- Yearly Report of Accounts