

Minutes Meeting 7th March 2013

1 Welcome Attendees:

Mike Clarke, Laura Gunner, Ingrid Kilshaw, Clare Jones, Sophie Venables, Su Bland, H F Egan, Ann Marie Deerin, Gail Cooper, Pippa Rickard, Janet Stuart, Sarah Stafford, Liz Bradbury, Anne Jones, Alice Fabisiak.

Apologies: Jo Ann Robertson, Zoe Farrow

2. Minutes from 2012 AGM where approved by the current committee.
3. Chairman Statement message from Jo to say she would be stepping down as the Chair of the committee.
4. Treasurer statement read out by Mike copies provided to attendees. Mike has a copy for anyone interested please ask for a copy to be emailed to you.
5. Upcoming events confirmed dates;
May 17th School Summer Disco, Summer Fair Saturday 6th July.

Events Discussion - Working plan for our 4 or 5 main events. **Action - Laura, Su and Zoe** to create a working process document for all standard procedures for each. Plan to meet 27th March to have something to review and discuss at the next FOSSS meeting. To be in an electronic format to be made available.

Main events –

Disco's Summer and Winter

Fairs Summer and Winter

Story telling evening

Note: Need to see if Juli is booked for the May Disco. To discuss at next meeting.

Summer Fair – Pippa suggested to get some of the older children engaged early to help us with setting up and running stalls at the fairs.

6. Nominations for positions;

a. Resignations: Chair Jo Ann Robertson and Vice Treasurer Alice Fabisiak.

Role	Name put forward	Nominated by	Agreed by (at least 2 others)	Position Accepted
Chairperson	Janet Stuart	Mike Clarke	Laura Gunner/Anne Jones	Yes
Treasurer	Mike Clarke	Laura Gunner	Su Bland/Liz Bradbury	Yes
Secretary	Laura Gunner	Mike Clarke	Sophie Venables/Alice Fabisiak	Yes
Website/IT support	Joint role Nicola Ellis and Ann Marie Deerin	Laura Gunner	Mike Clarke/Liz Bradbuty	Yes
Vice – Secretary	Zoe Farrow	Laura Gunner	Su Bland/Alice Fabisiak	Yes
Vice - Treasurer	Sarah Stafford	Mike Clarke	Laura Gunner/Anne Jones	Yes
Marketing and Printing	Su Bland			Yes
Proof reader	Sophie Venables			Yes

Following from the appointment of the roles Miss Rickard suggested a What FOSSS does display.

This led to discussions about where to put such a display

Liz Bradbury Action to order and place a board that we can us.

Laura Gunner and Pippa Action to work together to get Photos etc together.

Committee members Action: Please pop to see Liz or Allison and get a photo done and provide some comments about yourself to start our Rogues gallery.

(9 names above with Committee role or sub role Su and Sophie)

Discussed FOSSS signatories – **Mike to update the bank**

Liz Bradbury

Janet Stuart

Mike Clarke

Sarah Stafford

Laura Gunner

Website – New website in progress for the school it will contain a link into FOSSS website. **Action Laura** will arrange meeting between Ann Marie, Nicola and Jeff to work on our website.

Items to consider including on the website:

What to spend the money raised by FOSSS on?

Previous discussions such as Mini bus and why it was dropped.

Any new ideas from our community

Newsletters

Events

Mission Statement – FOSSS should have one as well as the school. Thoughts please for the next meeting.

Meet and greet your new committee;

Suggestion's where an evening event or assembly.

Decided that we should hold an Easter holiday competition for the children to take home an Idea and design the new look FOSSS badge. Each child that enters will earn £1 to go towards things for their classroom. A book voucher or similar to the winning designer.

Anne action – set up a letter to give to the children, parents, teachers and friends. With details of what to do.

After Easter if we can attend an assembly for the children to meet and greet and we can have the grand opening our new display. We want to encourage the children to talk about what we do and hopefully create some interest and new volunteers.

Liz Anne or Allison Action please provide the best date to hold this assembly so the committee can arrange for some of us to be available to attend.

Select a class representative for each school class. Teacher, parent, carer, grandparent or another adult connected with the school. This person will be the interlock with FOSSS to feed backwards and forwards so that everyone gets a chance to have their say. **Action – plan on how to select each class rep – next meeting**

HF – asked about our Twitter and Facebook options. After some discussion we said once we have the website up to date then Facebook Twitter may follow and we can move with the times. We need to keep our communication available to all not just social networking people.

HF – offered to provide any help we require with Communication planning thank you HF I am sure that will be called upon in the very near future.

Survey Monkey HF and Janet to come up with some questions to put out to the parents and teachers to see what people would want from the new look FOSSS.

Action all – if you have any ideas for questions to use please email to HF for inclusion in the survey.

Eg; People's availability to help mornings, evenings, events only, meetings

Best time that would suit most people to hold the FOSSS meetings?

What do you know about FOSSS?

What could you offer FOSSS?

- Time
- Skills
- Ideas
- Support

Paper newsletter – discussed and Anne and Liz said that anyone wishing to have paper just need to request at reception.

Next FOSSS meeting Thursday 18th April – School Staff room. I hope to see you all there.

Thank you for coming to the meeting.

Laura Gunner.