



MINUTES

Date & Time	26 th April 7pm
Location	St Mary's RC Primary School, Rothwell
Attending	Julie Bettison, Bernadette Radnall, Tina Brearley, Gayle Rose, Pam Moody
Apologies	Matt Cooling, Dionne Cummings, Geraldine Haythornthwaite, Louise Tindall, AnneMarie Matson
Chair	Julie Bettison

Comments/Action	Who	When By
<p>Julie's update re finances in Matt's absence: The Disco made £644 profit after expenses, with ticket price at £4 inc hotdog Faith week cost £406 Dance workshop cost £915.68 Easter eggs cost £216.40 Current balance stands at £6299</p> <p><i>Social Media – we should be using facebook and possibly what's app groups more to promote FOSM. To manage this more effectively more of us need access to the page. Bernie and Dionne are still to be set up with admin rights to begin with, then eventually all of us should we want. Matt to action when next possible.</i></p>	Julie	n/a
<p><i>GDPR – New privacy regulations across Europe affect Data collection. Most important points for us are that we must shred any lists containing names and contact information, and we must periodically check that all those on email wish to remain on the contact list and if not delete all record of their details. We will now also send all FOSM related emails from the FOSM email account.</i></p>	Matt	continual
<p><u>Yr 5/6 Sleepover scheduled for Friday 11th May</u></p> <p>Flyers are complete and Helen Mc P to email parents. Cost is £15 and cut off date to buy a ticket is 4th May</p> <p>Andy Brown confirmed to assist again and he is also first aid trained</p> <p>Kids to arrive for 7 and volunteers are needed. Shift 1 = evening, shift 2= overnight and shift 3 = breakfast. So far Julie and Bernie are committed to all 3 shifts, more help is needed. Miss Leonard, Miss Coulthard and Mrs Sweeney will be onsite overnight</p> <p>To do:</p> <p>Food to be ordered for the evening: Burgers, Sausages, Bread, Biscuits, Hot chocolate, Marshmallows, Popcorn and Crisps For the morning: Cereals, Milk and Pain Au Chocolate The cabin is full of drinks and water</p> <p>Notify Rothwell Fire Station with names and contact numbers for the adults staying and confirm the date and number of pupils. To be complete w/c 7th May</p>	Julie	

<p>To do cont.....</p> <p>Matt to check gas for BBQ</p> <p>Film to be confirmed. Suggestion to screen 'The Greatest Showman' ahead of the Summer Fair will not be possible as it won't be released by the sleepover date so film still TBC</p>		
<p><u>Sports Day Friday 18th May (new To do's from this meet highlighted in bold)</u></p> <p>All day event to be combined with the family BBQ and games</p> <p>Parents to bring blankets and picnics and pupils will be given lunch packs on the day rather than a school dinner and can go and eat with their families Yr6 to be given BBQ lunch as celebration for the end of their exams and all other guests can buy BBQ food</p> <p>To Do: NB to be coordinated by email as next meeting is 17th of May FOSM to arrange games – hula hoop, bean bag games, welly wanging, wet sponge games – can we put a teacher in the frame to be wet sponged?!?! :0)</p>	<p>Julie</p>	<p>Any final detail tbc on 19th May at next meeting</p>
<p><u>Summer Fair 7th July (new To do's from this meet highlighted in bold)</u></p> <p>Circus Theme The event will be broken to down in to 4 categories, each with a lead co-ordinator</p> <p><i>Programmes</i> Lead: Sam Includes – formatting, printing, letters and drop off</p> <p><i>Food & Drink</i> Lead: Berni Includes –</p> <ul style="list-style-type: none"> - Warburtons donation – Dionne to organise -complete - Bar - BBQ and gas - Shopping and delivery - Glasses - Cake stall donations- To do : Berni to format a request for parents to make/provide baked good for the stall to be brought to school the day before the fair. - License - Pricing – revisit last years figures for buying and pricing <p><i>Entertainment</i> Lead: Dionne Includes –</p> <ul style="list-style-type: none"> - Choir - PA system , To do: Matt has some components, confirm which are missing and decide – Do we look to buy the item or buy a whole PA system for the school from FOSM - Music, GS soundtrack - Events license – Berni - Circus performers - To do: Pam has made enquiries and will update with us re Nuala, a dancer who may be able to perform - Fancy Dress, D to contact WYP for contacts - Trampoline – To do: to speak to Fran Holmes- Brown re loaning 	<p>Julie/All</p>	<p>To revisit at next meeting</p>

<p>trampoline</p> <ul style="list-style-type: none"> - Inflatables To do: Gayle to confirm re Breeze hire costs <p><i>Stalls</i> Lead: Tina</p> <p>Stall list:</p> <ul style="list-style-type: none"> - Raffle – lottery license and tickets - Bar - Tuck shop - Bottle Tombola - BBQ - Calendar game - Pocket Money Toy stall - Cake Stall and refreshments - Inflatables - Jam Jar stall - Books/DVD's - Coconut Shy - Hook a duck - Nails and Tattoos - Possibly Football shootout/Speed game <p>To do: Volunteers are needed to run stalls and donations needed</p> <p><u>Advertising the event</u> – Ahead of the event we would like to hand out flyers in Rothwell in Circus Fancy Dress to raise awareness. We'd like to do this over a weekend or two and will need lots of volunteers so we can cover this between us only doing 2 or 3 hours each at a time ideally</p> <p><u>Raffle</u> – Julie has secured two tickets for the Circue de Soleil on 23rd of September at 5pm</p> <p>Julie will produce donation letters for raffle items</p> <p>Sam will make a request for a donation from Taylor Wimpey, usually shopping vouchers and Louise has confirmed a donation from Harvey Nichols</p> <p>Suggestions for raffle prizes to be bought are:</p> <ul style="list-style-type: none"> - Electric scooter approx. £80 - Trinity Shopping vouchers £50/£100 - Cinema vouchers £50 <p>The RAF Flyer has been confirmed for the day!</p>		
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<p>AOB:</p> <p><u>Money</u></p> <p>Julie raised an issue with the current practice of paying for FOSM costs from personal funds and claiming the money back afterwards. We must make an alternative arrangement as this is no longer sustainable or appropriate.</p> <p>To do: Look to arrange a debit card on the account or hold a petty cash tin at school.</p> <p><u>Stainless Steel bottles</u></p> <p>I (Tina) made a proposal that as a gift to pupils we look to provide them with a</p>	<p>Julie/Matt</p> <p>Tina</p>	<p>Revisit at next meeting</p> <p>Revisit at next</p>
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<p>stainless steel water bottle rather than the plastic ones given. The plastic ones are not designed for reuse and aren't fit for purpose. If we gift each child with a bottle and a letter or label from FOSM it will raise awareness of who we are and what we do, and if we gift these to each of the new starters it will make new parents aware of our work and contribution from the offset, as well as providing a healthier solution for the children and an environmentally responsible option too.</p> <p>To do : I will source and price these ahead of the next meeting</p>		meeting
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Next Meeting:

Date & Time	17 th May 7pm
Location	St Mary's RC Primary School, Rothwell