

FOSMA Meeting Minutes

8 June 2016

Attendees: Vicki Horrocks (VH), Jo Marshall (JM), Belinda Clarke (BC), Louise Errat (LE), Gillian Chaplin (GC), Louise Mangat (LM), Jo Heberden (JH), Loraine Watson (LW), Susan Skelly (SS), Mariana Covey (MC)

Apologies: Marsha MacRae (MM), Jo Leatham (JL), Jill Exley (JE)

1. **Minutes** from meeting of 14 March 2016 approved.

2. **Treasurer's Summary** – see attached

The summer ball was a huge success. A massive thank you to Marsha from all the FOSMA team for all your hard work!

3. **100 Club**

The posters are up and a crib sheet of what it is together with a membership form have been drafted.

It was agreed to have the forms at the meet the teacher evening and to reference it in the FOSMA Chairperson's speech on that evening – **SS to arrange, VH to add to speech**

Needs to be added to the next bulletin – **SS to draft**

We discussed drumming up support at the next cake sale, but decided we should have a dedicated day for it instead.

4. **End of Year Discos**

JH asked if we could access the hall early for the DJ to set up – **LE to check (update – we are ok to access the hall early)**

LE to arrange for the caretakers to help

SS to order glowsticks

SS and JH to check stock in the cupboard, we can use any leftover for the fair

LE to check which staff could be available to help

1 more volunteer is needed for the year 3/4 disco – JH

5. **Summer Fair**

GC provided an update on the stalls and activities

LM to source antiseptic wipes for face painting

SS need list of stalls and pricing for the floats and any payments needed on the day – **VH to provide**

LE to check which staff members will do the raffle

GC will be organising tokens to be given out at the gate for the lucky dip

SS to send MC online payment details for outside stalls

Mufti day is on 14 June and emails have been sent for hamper raffle donations

Set up will start at 4.15 on the Friday and will continue at 8am on the Saturday morning

The access gates through the school car park will be shut by 10.30am on the Saturday

We have 30 tables available to use

There was a question around insurance for the bouncy castles if we are manning them ourselves –

VH to check if company can man

6. Eco Shelter Launch

It was suggested and agreed that we invite past FOSMA chairs and committees who all had a hand in raising the money.

7. Dates for Next Year

22 Sept – AGM 7.30 pm cheese and wine evening followed by normal committee meeting

24 Sept – Cinema afternoon **LE to check if staff are available**

13 Oct - quiz night, church hall – JE running

4 Nov - Firework night – JH confirmed she will do the BBQ

17 Nov – committee meeting 7.30 pm

26 Nov – Christmas fair 2pm – 4.30 pm

8 Dec – FOSMA social, venue TBC

28 Jan – cinema afternoon

30 June there is a FOSMA social from 8 pm at Bill's. **All please confirm to VH if you can make it**

LM to organise cake sale dates and send to office

8. Change in committee members

All agreed we are happy keep things as they are

9. New Ideas

Stampastic – **VH to set up ready for next week's bulletin**

The Secret Kitchen – **MC to find out more information**

Colour run. Looking to do it on 24 Sept – **MC to find out how it could be done**

10. AOB

VH is drafting a communication for parents to be handed out at the meet the teacher evening

We agreed for events it would be good to have FOSMA t-shirts to make us more visible – **MC to arrange (update – t-shirts arriving Thursday 16/6)**

We agreed it would be good to have FOSMA representatives in each year to promote what we are doing – **VH to source rep for year 3 and to check with MM if she can cover year 2**

FOSMA reps to hand out communication and 100 club forms at meet the teacher evening

VH has drafted a FOSMA planning overview to keep a handle on events, what it's raising money for, when it's happening and who's the lead.

Quiz Night – Thursday 13 October in the church hall next to the school. Ticket price £15 includes hot food (probably by same caterer as the ball). Currently sourcing questions and waiting for confirmation of a quiz master. Will need quite a few helpers on the night and we need to think about a bar. Things need to be finalised, but work is underway.

Jun-16

<u>Accounts</u>	
Petty cash	£10.50
Bank Account	£34,387.24
Savings Account	£18,032.69
Lloyds Account (100 Club)	£4,144.45
Total Accounts	£56,574.88

<u>Payments owed by FOSMA</u>	
Mariana Covey	£12.00
Reigate Priory School	£20.00
J A Kish	£21.00
Jill Exley	£22.00
Mariana Covey	£90.00
Broadbridge Farm Riding School	£100.00
Jill Exley	£212.25
RGS	£1,357.60
Leavers party	£1,800.00
Sarah Flatt	£4,439.54
Total owed by FOSMA	£8,074.39

<u>Payments owed to FOSMA</u>	
Summer Ball ticket	£50.00
Reindeer from Xmas Fair	£15.00
Total owed to FOSMA	£65.00

<u>Unbanked funds</u>	
Cake sale	222.16
Total unbanked funds	£222.16

TOTAL £48,787.65

<u>Committed Expenditure total</u>	
Eco shelter	£30,000.00
School Activities	£2,000.00
Total	£32,000.00

AVAILABLE FUNDS £16,787.65