FODS Meeting: Minutes

Monday 8th November 7pm – school staff room

Present: Joanne Hyslop, Anne-Marie Marshall, Joanna Williams, Louise Comley, Sharon Baker, Sarah Thomas, Alice Atherton, Sadie Hopley, Emilie Mercer, Katy Percival, Laura Oakes, Yazmina Ledesma-Ovalie, Amy Jones, Michelle Wilkinson, Beth Newby, Deborah Chen and Laura Griffiths

Apologies: Francesca Ogden, Andy Reid

Anne-Marie Marshall (Chair) opened the Meeting.

**1. Welcome**

A warm welcome was given to everyone in attendance.

**2.** **Review of Recent Events**

None.

**3. Review of Previous Minutes**

Casino Night – Anne-Marie Marshall

Anne-Marie suggested postponing this event to summer 2023. This is a high price ticketed event, therefore it relies heavily on sponsorship of the tables by businesses. Anne-Marie believes there is a lack of appetite from businesses to sponsor this event at the current time. Also, that due to covid we may not sell enough tickets to make a good profit. The general view of the room was that there does need to be another big event in the summer of 2022 (aside from the Fashion and Fizz event). Anne-Marie will discuss alternative options with Amy Jones. A marquee event at Cranage Hall may be a possible alternative.

Davenham Royal British Legion Launch – Sharon Baker

This did not go ahead to our knowledge. Agreed would consider this venue for future events though as reasonably priced.

Catering officer/Health & Safety Officer – Sharon Baker

Discussed the need for another catering officer, as Sophie Killey who does this now works full time, so an additional person would help. Sharon Baker to ask Ruth about food hygiene courses. Raised the issue of needing a health & safety officer in order to carry out risk assessments as required. Laura Oakes, Deborah Chen and Emilie Mercer volunteered to help with these. Thank you for this.

Fashion show –11th March 2022 - Sharon Baker

Joanna Williams raised the question of whether this event needs a graphic in order to promote it. Anne-Marie to put Joanna in touch with Sarah Potts who is organising this. Models were also mentioned. A whats app group for this event will be created, this will include Anne-Marie for visibility.

Coffee Events – Anne-Marie Marshall

The two events were well attended, which resulted in more people attending this FODS meeting. All agreed that this is brilliant. It was suggested that we hold an event in the evening next time, as both the previous events were in working hours. We agreed that next time we will consider this. Huge thanks to everyone who came to the coffee events and agreed to get involved, it is appreciated.

Bags2School – Sharon Baker

All agreed that this seems like a good idea and if we did it now it would be great timing as people will be having a clear out before Christmas. Sharon to investigate.

Used Uniform – Anne-Marie Marshall

With Anne-Marie to progress. Started discussions with Uniformd regarding a demo for this.

**4. Upcoming Events**

Wreath Making 24th November 2021

All reviewed Covid risk assessment. It was suggested that the social distancing elements are removed, as it isn’t realistic to expect this and it is old guidance also. Sharon to make changes and send out updated document. A more general risk assessment for this event is also required for insurance purposes. Sharon to progress this and ask Karen Entwistle for previous risk assessment as an example.

Christmas Fair 14th December (KS1), 16th December (KS2)

Update on admin tasks. Lottery renewal has been completed, so ok to sell raffle tickets. Raffle tickets have arrived, so these can be sent home with children. Agreed that alcohol donated to this Christmas raffle will be used for the Fashion and Fizz raffle so that an additional license is not required. The two events will take place after school and will include craft activities, a film and snacks for £10.

**5. Finance Update**

Louise Comley (Treasurer) confirmed the accounts as follows:

Main Account: £4100.42 (however this is pending debit of £3000 cheque for CWAS towards lockers so balance is really £1100.42).

Ball Account: £0.10

School Council: £15.48

Recent payments received from Easy Fundraising of £21.72 and from Stikins of £101.19.

**6. Funding Requests / Wish Lists**

An amazon style wish list was suggested so that grandparents could buy books or whatever else was needed. The general opinion was that this would be difficult to manage.

**7. AOB**

Easter Hamper – Sharon Baker

Suggested as Christmas hamper but agreed an Easter hamper would be better. Suggested as a class event. Ask parents for a donation of 1 item, then sell tickets for £1 and pull out a name as a winner. Will pick up further in January, after Christmas events.

Christmas Jumper sale – Anne-Marie Marshall

Suggested by Anne-Marie that old Christmas jumpers that no longer fit our children are donated to school. This would be for ages 1-12. These would then be sold on in school with money made coming to FODS. The price of these is still being discussed.

Christmas Postcards – Joanna Williams

This worked well last year, so will be repeated in the same format again. Postcard to be sent home with a space to attach £1 to. The children then post the postcard.

Parent Council organised class FODS events – Louise Comley

Parent Council have suggested that they organise small FODS events per class. This will raise a bit more money and also improve engagement between FODS and Parent Council. Awaiting feedback on this from the Parent Council meeting (9/11/21).

**8. Date of Next Meeting**

Monday 10 January 2022

Monday 7 March 2022

Monday 25 April 2022

Monday 13 June 2022