

Friends of Oaks - Minutes of meeting.

04/10/2018

Parents present:

Marie Sullivan
Rachel Cripps
Karen Ponte
Kelly Godden
Kim Adams
Sarah Holden

Staff present:

Su McFadden
Kay Richardson
Gemma Hughes
Sam Plumbridge

Meeting start: 2:00pm

1. Finalise christmas stalls, each class will provide a stall. In addition to these stalls we will be organising a number of stalls of our own. Sweet stall, tombola, lucky dip, name the horse, pop the balloon.
2. First prize in the raffle has been finalised as a cash sum (amount tbc). All remaining prizes are to be placed in order asap.
3. Discussed feedback from previous christmas fair, decided that we would need more sweets as they proved very popular last year and sold out very quickly. Also decided we would need more lucky dip prizes as the fair is on for a longer period of time.
4. Discussed food and drink suppliers - all thought that this would be a very good idea. Sam plumbridge advised us that we need to make sure all outside food stalls give us a copy of there public liability insurance, check if they hold valis dbs checks and health and safety certificates.
5. Sum plumbridge came to meet the FOO group and introduced herself as the business manager across the academy.
6. Meet the team events for staff/ parents - to be arranged also photos to be uploaded onto the FOO webpage.
7. Discussed how to claim back expenditure - new forms and process to be made available as soon as bank account is set up. Sam Plumbridge advised that for FOO to remain legal it needs to be registered and hold its own separate bank account. (Su Mcfadden and Kay Richardson are working on this)
8. Tea towel design has been agreed and checked with Mrs Tipple, this will go ahead and be sold at the fair as way of fundraising.
9. Su Mcfadden to finalise outside suppliers once we know how many stalls we need to fill.
10. Gemma Hughes addressed FOO to ask about some funding for forest schools, and some help in clearing the area and building things. Kim adams to speak to her husband about this.
11. Gemma Hughes also asked about reading dens, FOO asked that she brings pictures or examples to our next meeting.
12. Letter to be handed into Morrisons by Rachel Cripps asking for advent sweets and ingredients for gingerbread stall.

TO DO:

1. Arrange christmas sock day.
2. Organise shredded paper and bin for lucky dips.
3. Send out parents letter to classes for competition.
4. Arrange thank yous for the sponsors.
5. Finalise all stalls.
6. Sort out who will be running each stall.
7. What do we need to get?
8. Launch logo competition.
9. Design outdoors competition.
10. Speak to Grace church about carol singers.

The date of the next meeting will be 09/11/2018