

MEETING MINUTES	F.O.C.S Friends of Castlethorpe School
MEETING NAME	ORGANISER
FOCS Planning Meeting	Jen Robson

LOCATION	DATE	TIME	DURATION
13, Maltings Field , Castlethorpe	26/11/08	8 pm	

Attendees		Apologies	
Jackie Cheshire Anja Schwark Jen Robson Sam King Natalie Westwood Julie Baldwin		Rest of the school Zoe Clayton, Faye Fricker, Jackie Lee, Lucy Knowles, Lucy Sparkes, Jayne d'Silva	
Agenda	1. Apologies		Anja
	2. Election of committee members/officers		Jackie
	3. Treasurers' update on funding already agreed		Jen
	4. School wish-list		Julie
	5. Update on reserves available and forecast of spending		Jen
	6. Decision on future spending		All
	7. Raffle – tickets, prizes and allocation of streets		Jen
	8. Decorations – putting up and taking down		Jackie
	9. Christmas party:		Sam
	• Christmas presents		
	• Christmas wrapping		
	• Father Christmas		
	• Food purchasing and preparation		
	10 Nativity refreshments		Jackie
11. Mummy's night out		Sam	
12. Newsletter		Anja	
13. Future events		All	
14. AOB		All	

Type: T=Task, D=Decision, S=Statement, I=Information

Priority: 1=High, 2=Normal, 3=Low

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
1	T	<p><u>Election of committee members</u> Unfortunately members could not be elected due to a disappointing turnout of the meeting. It was decided that Sam King and Anja Schwark would act as vice chair and secretary until formerly elected at the next AGM on 21st January 2009. It is paramount that more members be encouraged to attend future FOCS meetings. Lack of parent interest/participation would result in FOCS coming to an end. Natalie Westwood would consider shadowing Jackie to potentially take on the role of chair.</p> <p>Julie Baldwin agreed to send out a letter supporting the cause and benefit of FOCS. Use Christmas nativity afternoon/evening to bring message across to parents that FOCS entirely relies on volunteers and that we do need more support.</p>	H	JB	Complete
1.1	T	<p>Is there a CRB check required for FOCS members? Natalie Westwood to investigate and feed back to FOCS. Julie Baldwin to check with Marian to find out what the school's stand on this is.</p>	M	JB/NW	21/01/09
2	I	<p><u>Treasurer's update on funding already agreed</u> FOCS agreed £4,700 funding. Library project now finished with an estimated spend of £4,000. School to credit FOCS the outstanding £700. Running the library service costs the school £1000 p.a.. The School have now opted out of this service and has now committed to invest this £1,000 into the library enabling the school to choose the books.</p>		JR	
3	I	<p><u>School wish list</u> See appendix Point 1: FOCS able to apply for community grant for planting area where sheds are. Priority: playground markings, Laptops and Smart Board</p> <p>Julie Baldwin to get children involved in choosing of the play ground markings.</p>		JB	

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
4	I	<u>Update on reserves available and forecast of Spending</u> Forecast Expenditure between September and January £1,500 Potential Income: Raffle, Summer Fete, Spring Event: £5000 Credit Note from School: £700		JR	
5	I	<u>Decision on future spending</u> It has been agreed to fund one smart board, 4 laptops, 2 PCs. Playground markings and pencils will be funded through xmas raffle and reviewed at next AGM. Some of the money raised from Great North Run will be used to fund ice cream at the Panto.		All	
6	T	<u>Raffle ticket, prizes and allocation of streets</u> Jen Robson to order tickets Kerry McGregor to formalise a subcommittee to distribute Raffle tickets Sam King to allocate and document ticket numbers and sales 4 Books in each book bag Prizes: £150 Keyboard £50 cash donated by Nicki Clark Natalie Westwood to ask The White Hart at Grafton Regis for donation. Kerry McGregor to contact Tomkins Butchers - Hanslope for donation. 2 USB 1GB Memory sticks - Anja 1000 Tickets to be ordered on Monday by Jen	H	JR/KM/SK	Complete
7	T	<u>Decorations – putting up and taking down</u> Jackie/Natalie to drum up more volunteers at school.	H	JC/NW	Complete
8	T	<u>Christmas Party</u> Presents sorted Wrapping event confirmed at Gavin's Father Xmas booked Entertainer booked Letter to be sent out for £1.50 donation for each child for xmas party Sam King to send shopping list to Anja Schwark	H	SK/AS	12/12/08

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9	T	<u>Nativity Refreshments</u> Jackie Cheshire Evening Natalie Westwood afternoon Decision to serve mulled wine and mince pies and charge rather than ask for donations.	H	JC/NW	09-10/12/08
10	I	<u>Mummy's Night out</u>			
11	T	<u>Newsletter</u> Heading: One hundred club The newsletter was well received. Email newsletter to JB to publish on website	M	JB	Complete
12	T	<u>Future Events</u> <ul style="list-style-type: none"> • 2 Bags to school • SK suggested Leaver's Party – Charged for £3/head (42 children) Spooky Disco to check on date • Bear Hunt • School to support the Open Gardens 11/12th July 2009 • Summer fete to be held on 27th June • Castlethorpe cook book • Cake Sales • Natalie Westwood to volunteer to sort out school planters this summer at the front of the school • Slimming competition – 50p in the pot for every pound you lose and £1 for every pound in weight gained. Launch evening and end date to be confirmed by Natalie Westwood • Cinema afternoon for children to be held in school. • Every half term have a mufti day where children have to donate £1 to wear their own clothes. <p>Letter to request for child and parent to come up with a fundraising idea the idea with the best potential would be rewarded with a prize.</p>	M M H	NW NW JB	Summer '09 tbc Jan '09
13	I	<u>AOB</u> School dinner quality School have won £100 in the Readathon during School Holidays (next event to be mentioned in next newsletter)		JB	

**Date of next meeting –
AGM Wednesday 21st January 2009**