

<b>MEETING MINUTES</b>	<b>F.O.C.S</b> <b>Friends of</b> <b>Castlethorpe School</b>
<b>MEETING NAME</b>	<b>ORGANISER</b>
FOCS AGM	Anja Schwark

LOCATION	DATE	TIME	DURATION
Castlethorpe First School	04/03/09	8 pm	2.15 h

Attendees		Apologies	
Jayne D'Silva Natalie Westwood Julie Baldwin Lianne Flach Michelle Green Emma Pearson Jackie Lee Gretchen Smith Jen Robson Emma Cooke Michèle Glasgow Jackie Cheshire Sam King Catherine McDermott Catherine Turner		Lucy Sparkes Karen Bird Faye Fricker Zoe Clayton Alison Weatherstone Donna Adams	
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Minutes from last meeting</li> <li>2. Chair's Report</li> <li>3. Head Teacher's Report</li> <li>4. Treasurer's Report</li> <li>5. Successors for Vice Chair &amp; Treasurer</li> <li>6. FOCS Year Plan</li> <li>7. School Fete</li> <li>8. Sponsored Event Ideas</li> <li>9. Any Other Business</li> <li>10. Date of Next Meeting</li> </ol>		

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

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

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
1	S	<u>Minutes from Last Meeting</u> The minutes from last meeting were not objected and therefore have been agreed by all attendees.			
2	T	<u>Chair's Report</u> Please see attachment. Jackie Cheshire to provide electronic copy of report.		Jackie Cheshire	
3	T	<u>Head Teacher's Report</u> Please see attachment. Julie Baldwin to provide electronic copy of report.		Julie Baldwin	

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
4	T	<p><u>Treasurer's Report</u> Reporting period: 1<sup>st</sup> of September 2007 to 31<sup>st</sup> August 2008. Please see attachment. Jen Robson to provide electronic copy of report.</p> <p>Level of reserves questioned by Catherine McDermott. Keep to a level of £2000 – £3000 was recommended by Jen Robson.</p>		Jen Robson	
5	I	<p><u>Successors for Vice Chair &amp; Treasurer</u> Sam King, Jen Robson and Jackie Cheshire officially stood down from their positions on the Committee, as their children will be leaving Castlethorpe School at the end of the school year. There will be a period of shadowing to allow the new committee members to familiarise themselves with their new roles and responsibilities.</p> <p>Julie Baldwin and the other FOCS members expressed a huge thank you to all of them for their long term dedication and continuous support to FOCS.</p> <p>The Committee appointed the following replacements:</p> <p>Natalie Westwood as Chair nominated by Jen Robson and seconded by Jackie Cheshire.</p> <p>Jayne D'Silva as Vice Chair nominated by Jackie Lee and seconded by Sam King.</p> <p>Neil Stephenson as Treasurer nominated by Catherine McDermott and seconded by Gretchen Smith.</p> <p>FOCS appointed a further two named committee members: Jackie Lee and Emma Pearson seconded by Emma Cooke.</p>			

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
	I	<p><u>Parents commitment to FOCS</u></p> <p>Discussions around the following ideas:</p> <ul style="list-style-type: none"> <li>• Membership to be opened up to other members of the village.</li> <li>• Natalie Westwood suggested having an annual contribution from parents.</li> <li>• Option of either donations of money or labour - suggested by Catherine McDermott.</li> </ul> <p>However, none of these options were executable and therefore dismissed.</p> <p>Comment from Michele Glasgow: Governor in charge of the resources. Michele to express her thanks to FOCS for the contribution to the school. There is a risk that the budget allocated to the school by the government will be less this year due to financial restrictions as a consequence of current economic climate.</p>			
6		<p><u>FOCS Year Plan</u></p> <p>2 bookings for Bags to school. 10<sup>th</sup> June and further one in November, date to be confirmed by Jackie Cheshire.</p> <p>Plant Sale – Jayne d’Silva to organise</p> <p>Castlethorpe Recipe Book – Sam King is currently organising the Castlethorpe Recipe Book and is still encouraging everyone to send in their recipes they wish to be included in the book. The book will then be sold at the Summer Fete with money raised to go to FOCS.</p> <p>Spooky party to be held on 18<sup>th</sup> October. Jayne or Natalie to book village hall.</p> <p>Christmas presents. Catherine McDermott currently storing number of Christmas presents at home. Julie Baldwin to confirm intake for next year to determine how many presents are required.</p> <p>Leaver’s party. The idea was well received and agreed. Further details to be confirmed.</p> <p>Puppet Show after Easter holiday. Would require village hall. Total cost £280 + VAT plus travel. + Village hall cost (TBC). Jackie and Julie to liaise details.</p>		<p>Jackie Cheshire</p> <p>Jayne D’Silva</p> <p>Sam King</p> <p>Natalie Westwood</p> <p>Julie Baldwin</p> <p>Natalie Westwood</p> <p>Jackie Cheshire</p>	

ITEM No.	TYPE	DESCRIPTION	Priority	OWNER	DATE
7	T	<p>School Fete Date for school fete is the 27<sup>th</sup> June. Sub Committee set up. Volunteers so far: Gretchen Smith, Jen Robson, Natalie Westwood, Emma Cooke, Jackie Cheshire, Jackie Lee, Catherine McDermott, Zoe Clayton, Emma Pearson, Jayne d'Silva, Julie Baldwin, Faye Fricker, Kerry McGregor &amp; Anja Schwark</p> <p>Sub-Committee Meeting to be held early April. Natalie Westwood to organise.</p>		Natalie Westwood	
8	T	<p><u>Sponsored Event Ideas</u> Natalie Westwood will take part in Great North Run again. Natalie will raise money for Kidney Research Charity and promised that anything raised over £380 will be contributed to school.</p> <p>Competition to be held for best sponsored event ideas. Prize to be confirmed. Note for competition to go into book bags. Natalie Westwood to confirm prize.</p> <p>Sponsored event ideas suggested by Gretchen Smith:</p> <ul style="list-style-type: none"> <li>• Haircutting event</li> <li>• Cookery evening – read a book</li> <li>• Summer BBQ</li> <li>• Sponsored Picnic or Wildlife event, i.e. salcey forest</li> <li>• Jumble</li> <li>• Painted tea towel or PE bag</li> <li>• Sponsored parent and child karaoke/auction</li> <li>• Sell the teachers (forfeit out of a bag)</li> <li>• Skill swap – Sponsor a parent (Promise auction)</li> <li>• Be pink (Combined cancer awareness/school)</li> <li>• Story book and illustration by children</li> </ul> <p>Gretchen Smith to email further details of event ideas to Anja Schwark.</p>		Natalie Westwood	
				Gretchen Smith	

