

<b>MEETING MINUTES</b>	<b>F.O.C.S Friends of Castlethorpe School</b>
<b>MEETING NAME</b>	<b>ORGANISER</b>
FOCS General Meeting	Natalie Westwood

LOCATION	DATE	TIME	DURATION
Castlethorpe First School	29 <sup>th</sup> September 2009	7:30 pm	1 hr 30 minutes

Attendees	Apologies
<b>Natalie Westwood (NW) Chair</b> <b>Julie Baldwin (JB) Head Teacher</b> <b>Sharon Hedinburgh (SH) Secretary</b> <b>Neil Stephenson (NS)</b> <b>Lucy Sparkes (LS)</b> <b>Gretchen Smith (GS)</b> <b>Emma Pearson (EP)</b> <b>Jackie Lee (JL)</b> <b>Rachel Paton (RP)</b>	<b>Sue St john Green( SSG)</b> <b>Anja Schwarz (AS)</b> <b>Zoe Clayton (ZC)</b> <b>Carolyn Chamberlain</b> <b>Michelle Green</b> <b>Faye Fricker</b>
<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. Update on Recent Organised Events</li> <li>6. Fundraising Ideas</li> <li>7. Committee Membership</li> <li>8. School Diary</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	TYPE	DESCRIPTION	Priority	OWNER	DATE
1	S	<b>Minutes From the Last Meeting</b> The minutes from the Last Meeting were not objected and therefore have been approved by all attendees		AS / RP	
2	T	<b>Chairs Update</b> Summary: The Chair welcomed the New academic year and voiced her thanks for those who had supported the Committee but had now moved on. The committee announced		NW	

		that Anja had resigned as secretary and the Committee agreed that she had acted as an excellent Secretary and would be missed. The fete was deemed another great success, as was the leavers party. Attention would now turn to the Spooky Party on the 18 <sup>th</sup> October, for which help would be required.		
3	T	<b>Head Teachers Report</b> Summary: The Head thanked FOCS for the last year on behalf of the children, staff and governors. It was agreed that funding would be available for 2 PCs, worktops, server, smartboard and speakers. Quotes had been submitted to the Treasurer – copy of the report attached.	JB	
4	T	<b>Treasurers Report Period 1<sup>st</sup> September 2008 to 31<sup>st</sup> August 2009.</b> Please see attachment.	NS	
5	T	<b>Update on Recent Organised Events</b> <b>Bags to School.</b> Since the departure of Jackie Cheshire a volunteer was required to continue with the organization etc of the Bags 2 School. Lucy Sparkes kindly volunteered to organize this event. The next Bags 2 School would be held on the 13 <sup>th</sup> November.  <b>Plant Sale.</b> The Committee agreed that this would continue but would only be held twice yearly. Jackie Lee volunteered to organize this.  <b>School Fete.</b> Again a very successful day, the weather stayed nice and I believe a good time was had by all.  <b>The Spooky Party.</b> It was agreed that the duration would be two hours, Jackie and Gretchen kindly volunteered to organize the event. It was decided that the party would be less formal and food would be provided in the form of nibbles etc. Due to the recent upgrade to the village hall, decorations could not be stuck on walls and ceilings. It was decided that the best pumpkin would be replaced with best dress girl and best dressed boy. Jackie and Gretchen agreed to source helpers and take charge of the event – thank you ladies!	LS  JL  GS  JB  RP	
6	I	<b>Fundraising Ideas</b> In order to offer a fund raising event before Christmas it was agreed that an event would take place in November. A Mr & Mrs evening in the village hall appeared popular. Natalie would source dates from Mrs Goodger to the halls availability. Afternote: The hall has been booked for	ALL  NW	

		<p>Saturday 28<sup>th</sup> November and a disco would be organized. The invitation to the event would be opened up to the village. Richard (the dj) had been booked and invitations would be going into book bags, on village notice boards and in the village shop before half term.</p> <p>Rachel offered to investigate a Race Night for next year.</p> <p>The Newsletter was discussed and it was agreed that this would be produced but feedback would be taken to establish its popularity. Donna would be approached as a potential editor.</p>		<p><b>RP</b></p> <p><b>NW</b></p>	
<b>7</b>	<b>D</b>	<p><b>Committee Membership</b> Sharon Hedinburgh volunteered to take over the role of Vice Chair. The committee approved the position. It was agreed that the role of Secretary would be advertised, but that Rachel would fulfill this role on a temporary basis until a suitable candidate was found.</p>		<b>NW</b>	
<b>8</b>	<b>I</b>	<p><b>School Diary</b> The following dates were confirmed: School Trip on 6<sup>th</sup> November to Toy Museum Christmas Party at 1pm on the 17<sup>th</sup> December, where the children would be entertained in school by Mr Mudge. Oliver Sawbridge would be approached to act again as Father Christmas Christmas Nativity – 6.30pm 14<sup>th</sup> December Christmas Nativity – 2pm 15<sup>th</sup> December Volunteers would be required to assist with teas and mulled wine in the church on both days of the Nativity.</p>		<b>NW</b>	
<b>9</b>	<b>S</b>	<p><b>AOB</b> The Christmas Cards designed by the children were discussed and it was agreed it would be repeated again this year. SH agreed to ask her daughters school for contacts reference the Tea Towel decoration. Afternote: Mrs Christie had emailed Neil with regards this and it was agreed that this would be put into production and ready in time for Christmas.</p>		<p><b>ALL</b></p> <p><b>SH</b></p>	
<b>10</b>	<b>T</b>	<p><b>Date of Next Meeting</b> It was agreed that the next meeting would be held January 2009 unless a meeting was required before.</p>		<b>NW</b>	