



FOES Committee Meeting

Easingwold School Library, 6.30pm, Wednesday 3rd May 2017

Minutes

1 Present Susan Deery (SD, Chair), Lorna Wood (LW, Treasurer), Fiona Skelton (FS, Secretary), Paul Brockwell (PB), Rachel Ainger (RA), Gill Burn (GB), Vivienne Cooper (VC), Rachel Richardson (RR)

Meeting commenced at 6.30pm.

Action

2 Apologies

Elaine Walker (EW), Kirsti Sinclair (KS)

3 Approval of minutes of the last meeting (7th February 2017)

The minutes from the previous meeting, on 7th February 2017, were approved.

4 Matters arising (not covered elsewhere on the agenda)

Since the last meeting, EW had been in touch with FOES a number of times regarding the school's urgent need for the tablets/laptops (see SEND Dept bid attached to minutes of previous meeting). It had been agreed to fund 10 at present rather than 20 as per the original bid, and that FOES would retain ownership and lend the equipment to the school. LW contacted our insurance providers who confirmed that the laptops would be covered under our insurance policy. It was agreed that in this case FOES would need to make the purchase directly, rather than sending school the funds, and obtain an invoice in FOES' name.

LW/FS to ask school to send us details of the laptops, so we can organise their purchase.

5 Financial Report

General Fund... £1098.07

Bicentenary Fund... £6793.02

(See attached copy of Finance Report.)

6 Fundraising requests

There were no new funding requests received ahead of this meeting.

7 Future events

- Summer Raffle – Initial plans and actions were discussed (see separate Summer Raffle plan attached). It was agreed that, if possible, the ideal event to draw the raffle at would be the Summer Music Concert at the end of term.

PB to confirm the date of the Summer Concert once it has been decided.

8 Future of FOES

Since the last meeting, there has been confirmation that OGAT will be sponsoring the school from September 2017. It was agreed that the first step should be to arrange a meeting with the new leadership to discuss the founding principles and historical engagement of FOES within the school

PB to mention FOES at meeting with OGAT on 04.05.17, and forward SD contact details so she can arrange a meeting.

and gain an understanding of how they feel this might fit with their own vision and practical arrangements moving forward.

9 Correspondence

Message received via PTAsocial from Jan Beal, manager of YMCA charity shop in Boroughbridge, describing a Bag2school type fundraising opportunity. It was agreed that this may be a good fundraising option for the future, but not one we can consider at present with the Summer Raffle plans already underway, and uncertainty regarding FOES from September.

FS to reply to Jan.

10 Any other business

None

11 Date of next meeting

To be confirmed.

Meeting finished at 8.30pm.

FOES meeting

3/5/17

Barclays Current account:

Previous balance from last meeting £1736.10

Outgoings:

CD Recording payment	£700
DT Bid	£180
Advert for Beauty and the Beast	£36
F Skelton Christmas concert expenses	£19.98
Temp event notice Nov '16	£21
Bid for World Book Day prizes	£80
Chris Geeson Bid	£220
Total	<u>£1256.98</u>

Income:

Beauty and the Beast Raffle	£187.00
Easy Fundraising	£134.10
Easter Concert	£77.85
Total	<u>£398.95</u>

Current balance in the bank as at 2/5/17 is £1098.07 (Cheque for £220 not gone out yet so balance will be £878.07)

Bicentenary Fund

Balance from last meeting £7232.91

Outgoings

Corbett Maths Bid	£1275.00
Total	<u>£1275.00</u>

Income

Credit from BD 8/2/17	£221.92
Credit from BD 8/3/17	£613.19
Total	<u>£835.11</u>

Current balance as at 31/3/17 £6793.02

Report from BD

Portfolio Valuation as at 5/1/17 =	£154,888
Estimated annual income =	£4813

SUMMER RAFFLE – PLAN 2017

ACTION	BY WHOM	BY WHEN	
Confirmation of whether/when Music Concert will be held (date of draw... to be included on tickets)	PB	asap	
List of forms and student numbers	PB	asap	
List of any suitable school events for FOES to sell raffle tickets at prior to draw (e.g. Y6 Transition Evening?)	PB	asap	
Template for ticket	FS	09.05.17	
Approval for above	SD	10.05.17	
Arrange printing of tickets	FS	10.05.17 (7-10 day turnaround)	
Contact local businesses for raffle prizes/vouchers (notify RR via PTAsocial to avoid approaching same businesses)	As many as possible (seek volunteers via PTAsocial - RR to co-ordinate)	asap	
Advertise raffle on school website	FS	12.05.17	
Advertise/list tasks on PTAsocial	FS	12.05.17	
Email parents to ask for their support with tasks on PTAsocial	FS	12.05.17	
Prepare/print letters to accompany tickets being sent home, and letters to form tutors	FS	23.05.17	
Buy envelopes	SD	23.05.17	
Stuff envelopes with letters/raffle tickets to be sent home with students (@ Susan's house)	As many as poss (seek volunteers via PTAsocial)	Tuesday 23.05.17	
Give to school to distribute	SD	Thursday 25.05.17	
Contact Council for permission to sell tickets in Easingwold Market Place on dates below	SD	asap	
Sell tickets in Easingwold Market Place (Banner & table - FS, Float - LW)	As many as poss (seek volunteers via PTAsocial)	9 & 10.06.17 7 & 08.07.17	
Reminder email to parents to return any money/stubs/unsold tickets to school	FS	Depends on date of draw	

Final reminder email	FS	Depends on date of draw	
Collect raffle tickets from school & sort (venue and time to be arranged)		Depends on date of draw	
Thank you letters to all businesses who have supported raffle	Each to do own (FS to provide template)	Asap after draw	
Email to parents with total raised and mention of business supporters	FS	Asap after draw	
Article for Easingwold Advertiser with total raised and thank you for business supporters (photos of draw?)	FS	Asap after draw	