



FOES Meeting
at Easingwold School, Wednesday 13th January 2016

Minutes

Present Susan Deery (SD, Chair), Lorna Wood (LW, Treasurer), Linda Gordon (LG, Secretary), Fiona Skelton (FS), Phil Benaiges (PB), Rachel Ainger (RA), Gill Burn (GB), Vivienne Cooper (VC) Kate Stirton (KS)

Meeting commenced 7.15pm

Action

- | | | |
|----------|--|---|
| 1 | <p>Apologies John Butcher (JB)</p> | |
| 2 | <p>FS to take over as Secretary from LG from today. Sincere thanks to Linda for all her hard work on behalf of FOES over the years.</p> | |
| 3 | <p>Minutes from the previous meeting
The minutes from the previous meeting, on 30th November 2015, were approved.</p> | |
| 4 | <p>Matters arising from the minutes
It was noted that the £100 in tips from the Autumn Dance was actually shared four ways - between the three sixth form helpers, as well as Bob Davies – rather than three, as reported in the previous minutes.</p> <p>SD enquired about when Y7 parents’ details are entered into the school database, as these parents were the target group for the Autumn Dance, and yet had not been receiving school emails in the lead up to the event. The importance of engaging new parents as early as possible was emphasised. PB hoped that in the future parents’ details would be on the system by Easter of the year before the child starts school.</p> <p>On the subject of FOES getting involved/assisting with a wider range of events at school in the future, PB reported that a calendar of events is currently in the process of being compiled.</p> | <p>PB to forward calendar of events to FOES as soon as it is available.</p> |
| 5 | <p>Correspondence
PB suggested using Onedrive for sharing documents, rather than emailing them as attachments, thereby avoiding downloading and printing costs. PB to see Barbara about setting up a FOES email address that we can all use to log in.</p> | <p>PB to organise access to Onedrive for FOES.</p> |
| 6 | <p>Finance
Finance report attached.</p> | <p>LW to forward electronic copy.</p> |
| 7 | <p>Funding requests
Funding requests were received, and agreed, from the Library, the Backstage Crew, the DT, Languages and Humanities Departments, as detailed in the Bicentenary minutes.</p> | |

SD noted that there were fewer funding requests than normal at this time of year. Previously funding requests have usually been received once a year, but it was agreed that requests for funding would be welcome all year round.

8 Forthcoming fundraising events

Easter Raffle

The Easter Raffle Plan (attached) was discussed, and amended, as necessary.

GB had been looking into more cost effective ways of producing the raffle tickets, however it was decided to have them printed by GH Smiths again this time. It was also decided to approach local companies about advertising their business on our raffle tickets to help with the costs.

Ideas were discussed for incentivising sales, such as a prize for the house/form that sells the most tickets.

Dates of events at which FOES would be present to sell raffle tickets were agreed, including the School Production, from 8th to 12th February 2016. It was noted that the Backstage Crew normally provided refreshments at these productions to raise funds of their own, so FOES would only sell raffle tickets.

9 Other Business

FS noted that the FOES page on the school website is now up to date, but felt that FOES would benefit from more effective lines of communication between FOES and the wider school community. With this in mind, FS introduced the idea of FOES joining PTASocial, an online communication tool specifically designed for PTAs. Unlike facebook, it is a private social network, which allows you to promote, organise or volunteer for school events and get to know your school community in a safe online environment.

It was agreed to sign up to PTASocial as soon as possible, and try it out.

10 Date of next meeting

The date of the next meeting is Wednesday 20th April 2016, at 7.15 pm.

Meeting finished 9 pm

KS to contact GH Smiths to enquire about printing costs.

KS to approach potential advertisers, and email PB by 15.01.16 with outcome.

PB to ask the School Council what they think would be a good incentive for selling tickets.

FS to set up a PTASocial account for FOES, and prepare to launch with wider school community asap.

FOES Treasurers Report

13/1/16

Since the last meeting I can confirm that there have been no major changes to the accounts.

The current balance as of 30/10/15 is £4469.43.

EASTER RAFFLE – PLAN 2016

ACTION	BY WHOM	BY WHEN
TEMPLATE FOR TICKET	GB	25/1/16
APPROVAL FOR ABOVE	SD	ASAP
HAMPER DONATION LETTER TO GO OUT	FS	1/2/16
HAMPER BOXES TO BE COLLECTED	VC	ONGOING
PUT ON SCHOOL WEBSITE	FS	1/2/16
ARRANGE PRINTING OF TICKETS	GB	1/2/16
LETTER PRINTED AND COPIED FOR SCHOOL	FS	1/2/16
LIST OF FORMS AND NUMBERS	JB	1/2/16 (Requested from JB)
BUY ENVEOPLES (1050)	SD	1/2/16
STUFF ENVELOPES @ Susan's – 6 Millmount, Easingwold, YO61 3PW – 01347 824079	SD/VC/LW/EW/GB/RA/FS	3/2/16
GIVE TO SCHOOL TO DISTRIBUTE	SD	10/2/16
COLLECT ITEMS FOR HAMPERS	ALL	ASAP
FOOD PRIZES/VOUCHERS FROM LOCAL BUSINESSES (Each to aim for 2 prizes/vouchers, notify FS to avoid approaching same businesses.) NESTLE	FW SD/FS/GB/LW/RA/KS SD	1/3/16
DEADLINE REQUIRED FOR PROGRAMME (for supporters to be included in Concert Programme)	JB	1/3/16 (TO BE CHECKED WITH JB)
(Deadline for donations needs to be 1/3/16 in order to get contributors into School Concert programme)		
MAKE UP HAMPERS @ Vivienne's – 15 The Nurseries, Easingwold, YO61 3LY – 01347 821062 (Everyone to bring wrapping paper/bows/cellotape, etc.)	ALL	1/3/16
COLLECT RAFFLE TICKETS FROM SCHOOL (SORT) (Venue and time to be arranged)	ALL	4/3/16
SELL TICKETS IN MARKET (Banner and table required) (Licence required from FW) (Float required from Lorna)	ALL	5/3/16
TAKE HAMPERS, AND ANY SPARE TICKETS, TO VENUES WHERE TICKETS ARE BEING SOLD (Float required from Lorna)	ALL	9/3/16 – 10/3/16
THANK YOU LETTERS	ALL TO GIVE DETAILS	11/3/16