

MEETING MINUTES

10th October 2023, 7-9.00pm

Attendees

Daniel, Jenna Kenyon, Sarah, Seema, Caroline Roundell, Gretel, Tamara, Sophia, Paula, Jenna Knott, Emma, Caroline Siggs, Miriam, Ben, Emma, Jackie.

Apologies

Amanda, Jo, Mick

Matters Arising

- The last meeting was held 25.09.23, on the last minutes the build the bonfire was at 14:00 this has been amended 12:00.

FOSMS Going Forward

- Daniel discussed FOSMS mission, vision, objectives and strategy.
- Working towards a similar goal, may be better to have less events but bigger events or numerous smaller events. We could ask local businesses to sponsor events.
- Discussed grant applications available e.g., sports England for play equipment, Paula mentioned a school where the council installed the play equipment, have to have multiple quotes; Paula to find out further details.
- Raise money for one large item, e.g., £20,000 for playground and have a visible fund-raiser total.
- We don't have to run the same events as previous years, if events don't generate enough income and involve significant preparation then it's not feasible to run.
- Daniel said that he is the voice to communicate as chair, but we work as a team, and supported by the team. We shouldn't work in isolation.
- Generate a calendar of events to make it easier to plan and allow people to save the date.

Communication

Forms of communication:

- Newsletter
- School Website
- FOSMS Website
- Campaign Totaliser
- Noticeboard
- Facebook Page – FOSMS to join, comments approval?

- Jackie suggested that we can utilize parents' roles e.g., painters to complete tasks.
- Jenna suggested the auction of promises- volunteers that have skills such as cleaner, gardener, painter, hairdresser etc. agree to give up 2 hours of their time. Parents then bid to win their time.
- Jenna Knott to help with grant applications.

Upcoming Events

Spooky Disco – 19th October 2023

- Daniel has contacted the entertainer Music Mayhem, agreed to £150.
- Mr. Blackburn has the decorations.
- Require juice- Sarah, mini rolls- Paula, Vegetarian sweets- Daniel, Halal sweets- Tamara from Kandara. Jo said fine to use the cups and wash.
- Infants – 6:00-7:00
- Juniors- 7:15-8:30
- Infants leave at 6:55, to allow juniors to enter.
- Infant Volunteers- Seema, Caroline S, Sarah, Emma
- Junior Volunteers- Seema, Paula, Caroline S, Caroline R, Jenna Kenyon

Bonfire Night – 4th November 2023

- BBQ lit at 17:30, Bonfire lit at 18:00, Firework display 18:30
- Wood drop off from 10:00 Sunday. Set up of stalls 16:30
- Bonfire Builders- Mick, Guy, Ben, Aaron, Chris, Jackie, Dan, Brian
- BBQ- Phil, Mick, Chris, Jo, Liz, Joan
- Emma mentioned if we require additional wood, Lee Rugg works at MTB bikes, and they get rid of palettes.
- Jackie to light fireworks.
- Beer, Mulled Wine, Gin & Tonic?, Hot drinks (tea, coffee, hot chocolate) – Sarah, Caroline R & Gretel
- Canned soft drinks, Juice cartons, Sweets & Chocolates- Jen, Paula & Tamara
- Popcorn/Candy Floss- Dan to find out further details.
- BBQ- card machine
- Lights- Sarah to ask Gordon.
- Glow sticks toys (sunglasses, ring fidget spinners, scrunchies?) – Sophia & Miriam (Daniel to purchase)
- Fire Marshalls – Jackie & Jenna Kenyon
- Buckets for donations.
- Health & Safety risk assessment- Daniel to check with Jo.
- First Aider- Tamara
- Fireworks are being purchased by Aaron from Rocket box Fireworks Ltd; he is going to store them until Bonfire Night.
- Clean up – Saturday 11th December – Chris, Adam, Paul

Santa Run – 8th December 2023

- Meet at 5:00pm at school, cover both Mellor & Mellor Brook in one day.
- Everyone welcome to volunteer. Suggested to dress up as elves, Santa hats.
- Need to wear hi-vis jackets..

Christmas Production Brochures

- Discussed the various options- not having any adverts but they brought in the most income however would cost less to print as less pages.
- Decided to keep adverts and try each to obtain one advert.
- Full page advert (A5) £25
- Double page spread advert (A4) £40.

Finance Update

- Caroline looked into the on-line banking on the FOSMS account and if there is only one signatory then you can have on-line banking- agreed that just Caroline R should be the named on the account.
- Licenses- Alcohol license for Bonfire night must be applied for 10 days prior- Caroline to apply with Jenna Knott help if needed.
- Small lotteries license to be ordered.
- Daniel researched a card reader, there is currently a pta offer of £82 with no admin fee.
- Sim card may struggle with reception, may be able to hot-spot if phones have reception. Discussed where to locate the card reader with multiple stalls etc., may be easier with the token system.

School Update

- N/A

Any other Business

- Daniel mentioned that FOSMS has taken over the pre-loved school uniform, he is going to create some shelving in the school entrance.
- Seema mentioned the idea of a pre-loved Christmas jumper.
- Ben suggested an 80's night.

Date of next meeting: Tuesday 28th November 2023, 7pm, School