

## FOBS minutes meeting 7<sup>th</sup> March 2014

Present: Becky (chair), Karen M, Karen G, Kirsty, Michelle, Louise, Phillippa, Miss Sugden (briefly), Nisha

Apologies: Karen B, Nicky, Jenny, Rosamund

Agenda item	Notes	Action
	This is a planning meeting for the sponsored week	
Accounts	Karen Gray confirmed that she submitted last year's accounts to the Charities commission	
Sponsored week	<p>31<sup>st</sup> March (last week of term)</p> <p>Letter to go out Monday (KM had drafted, needed a few amendments to be consistent with prices for events, and will send to Audra by Monday for approval). Audra has also done the sponsor form.</p> <p>Year 6 have done the dance mash up video &amp; each class will practise in PE over the next week.</p> <p>Phillippa and Becky have done the trail for Yrs 3 &amp; 4.</p> <p>Miss Sugden will do an assembly on Monday to tell all the children, and prizes for competitions will be given out on the Friday morning of the last day of term in assembly.</p> <p>Discusses Gift Aid – Karen G will find out from HMRC how easy it is to do this for a small organisation – we won't have set up in time for this event.</p> <p>KM &amp; BW donating the prizes</p>	<p>Karen M</p> <p>Karen G</p> <p>KM, BW</p>
Spring Concert	Date agreed 3pm May 11th	
AOB	<ol style="list-style-type: none"> <li>1. Anna Louise has resigned as Vice Chair of FOBs, as she has now has other commitments that prevent her being able to attend meetings. Discussed, and decided that as there is only a few months left, everyone will support Becky as Chair &amp; leave the post of Vice Chair empty.</li> <li>2. We need the raffle letter to be able to send out to businesses, Karen to change a previous letter &amp; ask Mrs Waghorn to print on headed paper &amp; give to Becky</li> <li>3. Michelle has applied to have a Joules sale at school, however Joules only do one event per year in the area, &amp; Cliffdale school have also applied. Michelle knows the chair of Cliffdale PTA through work – they've discussed holding as a joint venture &amp; sharing the profits. We decided this would only work if the event was held centrally, rather than in one school or the other – Michelle to investigate that.</li> </ol>	<p>Karen M</p> <p>Michelle</p>
Date of next meeting	25 <sup>th</sup> April 2pm	