

## FOGS Minutes

**Date:** 10/12/2015

**Time:** 9:15 – 10:15

**Attendees;** Yasmeen, Adriana, Liz, Jennifer, Lauren Potter, Anna Truong

**Apologies;** Claire, Sharon, Carolyn, Gemma

**Discussed;**

- Panto
- Distribution of minutes to Class Reps
- Update on Book and Toy sale
- FOGS 2016
- Summer Fair

### Panto

- **Tickets** – have all been sold!
- Doors open at 5.45pm. Show starts 6.15pm til 7.30pm.
- Dave and Steve will set out benches (40 seats) and 40 chairs from 5pm **Lauren**
- Snacks and drinks to be sold outside from 5.30pm – under the archway – while parents are queuing to enter **(FOGS)**
- Snacks – sold as a pack i.e popcorn, drink and piece of fruit for approx. £2-3 – but will look at costing and let us know selling price. **Liz**
- Buy, make and bag popcorn – **Carolyn, Liz, Lauren and Anna**
- Buy fruit / tangerine – 80 pieces of fruit to add to popcorn and drinks – **Gemma**
- Buy juice & water - **Liz**
- Buy bags for popcorn - **Jennifer**
- Tea, coffee, sugar, milk, - speak to Steve about using urns. **Liz/ Lauren**
- Monday - final text reminding parents to bring change for snacks. **Lauren**
- Helping on the evening – On the door taking tickets and ticking off names from the list, Selling drinks and snacks, cleaners will sweep and clean but can we pick up main rubbish, such as bags, drink cartons. **(FOGS)**
- **Claire, Lauren, Anna, Liz, Yasmeen, Sherienne, Jennifer, Adrienne & Gemma** - all available to help through the evening.

### **Distribution List**

Reminder that Class reps should be c.c'd into FOGS minutes – Adrienne is completing an updated list of all Class reps and will pass this to **Jennifer**

### Update Books and Toys Sale

Raised almost £600.00 – Liz thanked everyone for their help

We still need a way of communicating amounts raised to parents and children – i.e thermometer in the office window – Sharon

Uniform Sale – no date set yet so this will be put forward to January as we only have 1 week left. – Carolyn to suggest a couple of dates and email FOGS / Class reps for support. **Caralyn**

## **FOGS 2016**

The next main focus should be working towards the Summer Fair, with maybe smaller events held each term, such as movie nights, uniform sales, or another panto.

Suggested that FOGS could have a fundraising target that we could focus on – as the cost of the playground roof is far more than we can raise – so having a portion of this amount as a goal to work towards may be a motivation.

## **Summer Fair**

First thing is to check when Ramadan falls and then putting a date in the calendar to give everyone plenty of notice. Also maybe look at finding a key figure attending and looking through the PTA folder for information.

## **Liz / Chair Resignation**

Liz announced that she is resigning as Chair as of January. She will still be involved and will attend meetings and support the group, however she no longer feels that she can continue to lead and hopes that somebody else will come forward to take on the role. We were all sorry to hear this but agreed that she had made a big impact in setting the group in the right direction and leading on organising events.

## **Next Meeting 21/1/16 @ 9.15am – Staff Room**

- Chair
- Update on Panto
- Movie Night
- Uniform Sale.
- Summer fair