

DIGGLE SCHOOL FODS MINUTES

TUESDAY 6TH NOVEMBER 2018, THE GATE INN, 8PM

ATTENDING: RACHAEL RUSSELL, EMILY DRAKE, TRACY BUCKLEY, LAURA DERBYSHIRE, DONNA ELLIS, JENNII CHAPMAN, PAIVI MERILAINEN, NATALIE KENRICK, ELINOR CADOGAN, LINDSEY DELANEY

APOLOGIES: JULIE COHEN, LOUISE WELLS, LOUISE WHITEHEAD

1. Minutes from AGM meeting

Add logo to minutes
Everyone happy

2. Feedback on Halloween Disco – Tracy

- Everyone helped – thank you!
- Final figures still being totted up.
- Might be an idea to have a bigger venue for Halloween disco
- Suggestion – can we lock classroom doors or block areas in school to make school a viable venue. School doesn't require a licence so reduces our costs. **ACTION – Laura to raise with Mrs Newton.**
- Would need to answer Mrs Newtons worry of behaviour difference between school and under parental supervision. Would having some teachers there help? Would like to see it as a community school.
- Money we are losing in venue and licencing is something we have not agreed to spend on this year ie, leavers hoodies.
- Some schools don't have a venue like Kiln Green on their doorstep.

3. Update on Polar Express – Tracy and Emily

- Sub Committee meeting
- Rachael needs to know what time we need to get into Kiln Green – morning set up required.
- Tickets and advertising needs to be live asap – first advertising to Diggle School, tickets on Parent Pay at night. Ask Louise to send a text about tickets going on sale before they are live. FODS tickets to be held back.

4. Update on Christmas Cards

Done at Open Day – waiting for samples to be sent back.

5. Update on Christmas Hampers and Raffle

- Sub Committee meet needs to be booked
- Look at leaflet from last year to reprint
- Need helpers for reception show

6. Financial Update – Rachael

Made rough amounts £350 at quiz and £550 at Halloween disco. We haven't spent anything since AGM.

7. Key Actions for all sub-committees

Sub Committees responsible for:

- Risk Assessment – Emily has a template
- Licences – always need to apply for a temporary event licence
- Written permission detailing spend – done on email

8. Payment for tickets for volunteers / sub committee meetings

- One view – all to raise money for school so happy to pay
- Paivi has lost a volunteer due to having to pay for entry to disco. Feels wrong if you are volunteering to pay
- Spent a lot of time in a sub committee give your time
- Had a lot of volunteers for Halloween disco so would have lost a lot of money
- Need to be careful that we have a lot of volunteers and they are getting a guaranteed ticket and we are losing revenue.
- Discounted tickets?
- Agreement that sub committee members do not pay for a ticket for themselves but pay for any accompanying members.
- Agree in principal on a case by case basis regarding volunteers and paying for events

9. Summer Fete Date – 22nd June 2019

Mrs Newton has agreed

10. AOB

Dropbox type storage to store all FODS paperwork – **ACTION – Laura & Jennii to look into**

a. Co-op Local Community Fund Application

Been rejected. No reason given.

b. Transport for GM Funding – Julie

Haven't got any available on the dates needed for panto. **ACTION – Jennii to provide coach details to Louise**

c. Travel Consultant

Discussed but a none starter.

d. Thorntons - Laura

Cancelled the PTA contribution for Easter Eggs when they were taken over.

- FODS credit card – Tracy taking lions share of buying and putting on their card. Charity don't have credit cards as you have no card. Can get a debit card that works on a pin – limits transactions and spend. Only Rach and Mrs Newton can sign a cheque, minutes from AGM

mean Laura can sign so we will be able to do this quicker after this. **ACTION – Em to speak to Louise Wells / Rach to speak to bank about card** Could a kitty be kept from events? PayPal account?

- Storage facilities – Emily spoke to Mrs Newton **ACTION – Laura to get agreement from Mrs Newton about having storage at school / Jennii to look at container costs**
- Printing – budget for or ask school to print as part of their contribution – **ACTION – Laura ask Mrs Newton whether school can do this and then we pay the costs**
- Fete Sub Committee – **Rach to provide a breakdown of last years event**
- First Aid Training for FODS? Natalie, Donna, Lindsey, Elinor interested.

Carry forward to future agendas:

- Gift aid
- Cyber safety fundraiser
- Blue Coin Tesco Appeal