

**Present:**

Mick Stanger (Co-Chair), Sabrina Goddard (Co-Chair) Paula Stanger (Treasurer), Helen Rutt (assistant Head), Cassie Williams, Karen Britton, Nicky Couch, Lucy Alexander-Fuller, Claire Hann-Perkins, Alex Pugh, Lucy Millar, Charlotte Squire

**Apologies:**

Neil Baker (Head)  
Rachel Hare (Secretary)  
Jane Pengelly (Co-Chair)  
Steph Gan (Year 3 Class Contact)

**Sabrina welcomed the new attendees and explained the role of FOCCS and a bit of background**

**Minutes/Actions of previous meeting & matters arising (1 min)**

Previous Meeting actions:

Jane to include Request to Spend items within the newsletter. Claire Hann-Perkins to e-mail lunchtime sports club photos to Jane for inclusion in newsletter.	?
Jonathon Douglass to send out "Call for Books" Letter.	Action Complete
FOCCS committee to send any information for inclusion on new website to Claire Hann-Perkins by the end of term.	Action not Completed
Robert Beesley to send Bradford Bridge Affinity Card Flyer and FOCCS committee to advertise by Parentmail and on Facebook. Jane to confirm best cake day date for selling card.	Action Complete
Paula to ask Russell Cole if he wants fireworks Facebook page again this year and to pass on FOCCS Chair e-mail address so that meetings can be covered by a different member of the FOCCS committee if Sabrina is unable to attend.	Action Complete
Mick to book room with the school for making candyfloss ahead of Floating Market and set up a Doodle Poll for volunteers.	Action Complete
Paula to order more name label flyers.	Action Complete
Paula to provide school with a date for Christmas Card launch.	Action Complete
Sabrina to put together job descriptions for Christmas Fayre roles ready to send out in September	Action Complete
Advertise vacancies at the start of the next academic year.	Ongoing

**Actions Required:** mostly complete from previous meeting. Matters arising: update website with new committee and class contacts.

**Treasurer's report (10mins)**

The Treasurers Report for the previous period was given. Highlight since last meeting was:

Outstanding Commitments: Bookdrive £250 per year group, plus £1k for KS1  
£400 1<sup>st</sup> News – Claire to see if still required.  
World book day £200 – Mr Douglas intends to spend

£400 ringfenced for follow up to mosaic

£1900 sports clubs

£200 ELSA resources was agreed – hasn't been spent. CH-P to chase

£1k ringfenced for transport to school events (sports, dance etc)

Accountancy software

Cake sales

£2511 left to spend this year. A new target has been set for this year: £18k.

**Action Required:**

*Send thanks to BOA Lions for helping fund the skydive*

*PA to email fundometer to CH-P.*

*CH-P to chase ELSA spend with Mrs Lily*

*CH-P to see if 1<sup>st</sup> news still require money and whether year 5 last year purchased this.*

## Request to Spend (10mins)

- KS1 Reading Scheme - £200 for Y2, from Jon Douglass. Agreed.
  - .

**Action Required**

*None*

## Spending Update– how are FOCCS funds being used? (5 mins)

- Stickers in new books. Sarah Jones was handing these to Jon Douglass
- Update from C HP that FOCCS funds have been used to revamp the Berryfield hall over the summer with TV screen, project screen. These are used during cake day and lunchtimes to celebrate good learning and activities across the school.

**Action Required:**

*FOCCS can advertise on new TV screen in KS1 Hall if they send copy. Send as image or pdf.*

## Fundraising Events & Initiatives (25mins)

### Forthcoming Events

- Christmas Fayre
  - Big publicity drive – 7 or 8 volunteers have come forward. Mostly new foundation parents. Meeting Thursday 29<sup>th</sup> September.

- Fireworks
  - SG has been liaising with fireworks committee. All looking promising, but they've got 12 central marshals and need another 5 in order for it to go ahead. 17 volunteers have signed up to help, but it needs 60 to go ahead. Try and spread the word!
- Discos
  - Disco has been replaced with a beetle drive. Zoe Yeomans is organising. Starting 15:45 for a 16:00 start. Volunteers welcome! Maybe circulate a video on parentmail explaining beetle drives?
  - Discos postponed due to lack of organizer. Aim for 2 in this academic year. Need to find a coordinator.
- Skydive
  - Well done Kim! Action: Send FOCCS formal thanks. Thanks to Paula for sorting out My Donate site. Also now registered for Gift Aid now.
- Pantomime Tickets
  - We have a panto coordinator. Parentmail has gone out.
- Christmas Cards
  - PA and CH-P coordinating christmas cards. Templates have gone out. Deadline Friday 30<sup>th</sup> September

## **Committee Vacancies and Retirement (10mins)**

Looking for a new secretary, newsletter editor. All to put feelers out.

### ***Actions Required:***

*use screens in hall to promote FOCCS activities*

*FOCCS to send thanks to Kim for Skydive*

## **Any other Business/Notes (2mins)**

C H-P talked about dance video. The FOCCS committee danced.

### ***Action Required:***

## **Date of next meeting**

The date of the next meeting: 24<sup>th</sup> November 2016