



FOPS Annual General Meeting		
Date: 27 th September 2018	Time: 18:30 – 19:30	Location: Parsonage Farm
Chair	Hannah Brown	
Minute Taker	Stacie Dicker	
Attendees	Hannah Brown, Stacie Dicker, Anna Manlow, Fiona Russell, Jennifer Johnson, Kate Mansell, Katy Bateman, Sam Miller, Claire Porter, Sarah Lindsay	
Apologies	Allison Mann, Lucy Goswell, Kirsty Willmet, Jules Bingham-Wilson, Jacqui Chapman, Sarah Hawkins, Louise Callow	

1. General	
Discussion	<p>Hannah Brown opens meeting.</p> <p>3 new members have joined FOPS:</p> <p>Anna Manlow – Poppies Claire Porter – Daisies Sarah Lindsay – Daisies</p>

2. Account Update – Hannah Brown																							
Discussion	<p>Firstly Jacqui Chapman is standing down as treasurer. Roles and responsibilities of treasurer explained and request made for someone to take on this role. Claire Porter (Daisies) volunteers to take on this role and all members present approve.</p> <p>Full account update was given at the last meeting for close of year.</p> <table border="1" style="width: 100%;"> <tr> <td>September account opening balance:</td> <td colspan="3">£9,871.56</td> </tr> <tr> <td rowspan="2">Items Purchased:</td> <td>Allotment railings:</td> <td>£300.00</td> <td>Cheque issued</td> </tr> <tr> <td>Class fund for each teacher:</td> <td>£1,750.00</td> <td>Cheque issued</td> </tr> <tr> <td rowspan="2">Upcoming Expenditure:</td> <td>Sand Delivery</td> <td colspan="2">Price TBC</td> </tr> <tr> <td>School News App</td> <td colspan="2">Price TBC</td> </tr> <tr> <td>Account balance (as of 27/09/18):</td> <td colspan="3">£7,821.56</td> </tr> </table> <p>Mrs Roylance will provide a list of items the teachers purchase with their £250 allocation.</p>	September account opening balance:	£9,871.56			Items Purchased:	Allotment railings:	£300.00	Cheque issued	Class fund for each teacher:	£1,750.00	Cheque issued	Upcoming Expenditure:	Sand Delivery	Price TBC		School News App	Price TBC		Account balance (as of 27/09/18):	£7,821.56		
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Actions	Allocated to	Deadline																					
Jacqui to meet with Claire to handover responsibilities of treasurer and to go over requirements in more detail.	Hannah to arrange with Jacqui and Claire	ASAP																					

3. Autumn Disco	
Discussion	<p>Unfortunately the date we had planned to do the disco is not free, so it's on hold until we can try and find another date. Hannah and Miss Greenway in discussion around this.</p> <p>Members present discussed if we can't have the a disco it would be good to look at a movie night around Halloween. Hannah advised if we had another movie night</p>



	<p>Miss Greenway advised it would need to be directly after school and teachers would need to assist. Members feel if it was directly after school we wouldn't have same uptake due to after school clubs, and it not being so much of an event if children just stay on after school. This should be discussed further with Miss Greenway to see if it's possible to have a movie night.</p> <p>Date being reviewed for a Spring term disco.</p>	
Actions	Allocated to	Deadline
<p>Discussion with Miss Greenway about movie night and find out reasons / concerns for making straight after school</p>	<p>Hannah Brown</p>	<p>ASAP if we want to have it instead of disco as need to get date arranged</p>

4. Christmas Fair – Saturday 24 th November	
Discussion	<p>Hannah provides general update on how the Fair runs to the new parents.</p> <p>Request for volunteers for setting up on the Friday afternoon / evening the night before.</p> <p>Fair Layout - This year the layout for the fair will be slightly different. Cherry Blossom Hall is going to be decorated as Lapland, the meeting room that has the FOPS cupboard in will be Santa's grotto. The Hall / Meadow to be used as usual for games / raffle / craft. The BBQ / mulled wine to be outside near the staff room, with tables and gazebos outside for people to eat at.</p> <p>Awaiting final confirmation that YEM will attend to perform. Gremlin Dance (School club) to be approached if they want to perform (they have said they will perform at the Summer Fair).</p> <p>Mulled wine this year will be provided / run by a contact of Hannah's, he has the license to sell alcohol, charging £3 a glass. He is also going to be approached to find out if he wants to attend the Christmas Market (see below) and apparently also has a Prosecco / Gin van.</p> <p>BBQ - Hannah stresses that we must find enough volunteers to run and manage the BBQ, and as best we can we will operate shifts in line with the number of volunteers we get. This is usually our 2nd highest earner on the day so important we get this right.</p> <p>Discussion that to drum up volunteers for help we ought to start asking parents at pick up as posters / leaflets in classrooms aren't working.</p> <p>Discussed that we said for this year at Christmas we will look to do Bratwurst sausages only – quicker to cook and easier to keep warm. Hannah advises we now have the food warmer which we have purchased for our sole use which should make things easier.</p> <p>Mufti Day / Tombola Donation - The week before the fair there will be a mufti day, same as usual children will be asked to donate a gift / monetary value which will be used for the tombola.</p>



	<p>Cakes - Letter with plate will be sent home the week before for the donation of cakes for the cake sale.</p> <p>Raffle Tickets - We now have our raffle ticket license so no issue with selling raffle tickets and the regular tickets we use are fine.</p> <p>Fiona confirms the Christmas Fair flyer is almost ready and she will send to group and Miss Greenway for approval before circulation.</p> <p>Usual list for stalls / activities to be drawn up nearer the time and then we can add which ones we'd like to run.</p> <p>Santa - We still don't have a Santa, Stacie to re contact the person she knows who does it, on the proviso that FOPS agree to the funding of a suit (however he has just undergone major surgery so not sure he will be able to help). Other consideration is to ask if the teachers have any husbands that are willing to do it.</p>	
Actions	Allocated to	Deadline
Stacie to make contact with friend who could be Santa at Christmas Fair	Stacie	ASAP

5. Christmas Market – Friday 16th November - All	
Discussion	<p>Fiona has almost completed the flyer, she will get this done and circulate to group and Miss Greenway for approval.</p> <p>It was discussed that as this is a new event perhaps we should reconsider the entry fee. All present agree we should make this a free event until we can gage its success. We will therefore withdraw the idea of a free drink and will sell Prosecco and soft drinks, as well as snacks / mince pies.</p> <p>In order to sell the alcohol we need to apply for a temporary event notice for alcohol license through the council. Sarah Lyndsay (Daisies) has agreed to do this.</p> <p>Main focus needs to be on this event and firstly in advertising it, and secondly in securing stall holders. It's essential to make sure we have the footfall for stall holders if we are going to have a successful event.</p> <p>Stalls confirmed and paid:</p> <ul style="list-style-type: none"> Avon Younique Paula's Craft Stacey's Bows Forever Living Made Keepsake (sent cheque in the post) Rocking Ruler Usborne Books <p>Stalls who have registered interest but need to pay:</p> <ul style="list-style-type: none"> Louise Briggs – Wax melts Dog Accessories Lucy Locketts Alison – Candles Sweet Kreation Caz Wright words Lolly box frames



	<p>Mumma Briggs handcrafted items</p> <p>Kate/Sam/Jenny are going to be running at FOPS stall where they will sell items for Christmas Eve boxes.</p> <p>We still need to look into the possibility of having a 2nd FOPS stall, selling sweets, and edible goods for children's Christmas gifts.</p> <p>Advertisement of event - Sam is going to add flyer to Fleet Parents Facebook page and look into other ways of online advertising (in liaison with Fiona who has details of websites it can be added to). Suggestion of getting in contact with Eagle radio to see if they will advertise – Jenny happy to do this.</p> <p>Leaflet drops to be organised nearer the time with people taking responsibility for streets near to where they live if possible.</p> <p>All present agreed we should aim to market this more an evening Christmas shopping event, not so much a school event.</p> <p>There are lots of other contacts we have for other stalls: Amy Fudgely / Marshmallow lollies / The Lounge / Truly Scrumptious / Write words – for the people who have their contact details they will get in contact with them asap.</p> <p>All updates will be added to messenger group going forward, and we will organise a short Christmas update meeting for after half term.</p>
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Actions	Allocated to	Deadline
Apply for temporary event notice for alcohol for Christmas market	Sarah Lyndsay	ASAP
Contact to be made with man with the prosecco / mulled wine van to enquire for the market date.	Hannah Brown	ASAP
Arrange date for Christmas update meeting	Hannah / Stacie	ASAP

6. Reindeer Run - All		
Discussion	Hannah explains to new parents what Reindeer Run is, and requests helpers as we will need people to assist with selling refreshments. Hannah can do that date as can Anna.	
Actions	Allocated to	Deadline
None set		

7. AOB	
Discussion	<p>FOPS Questionnaire – Hannah would like to provide all parent and teachers with a questionnaire on FOPS, in particular to receive feedback on the events we run, asking what they like, what they don't like, what they would like to see and then any general feedback / comments. Stacie has volunteered to create this.</p> <p>Lottery update – Hannah has looked further into the Rushmoor community lottery scheme and can now get this sorted as we have the license – further updates to be provided as and when.</p> <p>Bridges Sponsorship - Louise Callow is in communication with Bridges estate agents who have sponsored our events for the last few years. It was thought their</p>



	<p>donations for the advertisement boards could be increased in comparison with what other schools get from other sponsors. She is waiting on an update from this. We will consider looking for a new sponsor if we don't manage to get them to increase donations.</p> <p>Future purchases (added after the meeting) - Hannah updates that Miss Greenway is looking at big purchases we spend money on this year, including work on the field and also the ICT suite. Smaller purchases may include trips out and visitors to the school.</p> <p>Miss Greenway is reviewing the possibility of a make a gift day (wooden decorations the children will make in school with FOPS and then we will wrap it and they can take them home as gifts).</p>	
Actions	Allocated to	Deadline
Creation of feedback questionnaire, to be viewed by FOPS and Miss Greenway before circulating.	Stacie Dicker	ASAP