**Foss planning meeting minutes**

Tuesday 9th November 2021

**Attendees:**

Helen Pye

Abi Rescorle (secretary)

Steph Young (chair person)

James Platford (Treasurer)

Dave Craven

Katherine Forsey

Catherine

Annie Triffit

**Date of next meeting: Thursday 25th November 2021**

The first point of order was a warm welcome to the newly appointed committee members followed by reflection of FOSS and what part it played going forward into the new academic year.

We will be sending all FOSS related correspondence through the office as an email or using google sheets for the organisation of events. A WhatsApp Group will be set up and used for small group discussions and the planning of specific events. This is so we can involve the entire school community.

First event before the Christmas break will be the Christmas fair. This will be organised by the children in years 5 and 6 and is going to be held after school on the 9th December. This is a lovely idea, allowing the children at Sutton to become involved in other school activities. We will be looking into the idea of a father Christmas and whether this will be have a charge.

Another Christmas event is the Christmas hamper. We will be putting together a google sheet, which will be used to organise the contents. HP will speak to Mel Brooker tomorrow regarding the raffle tickets and how we go about obtaining these. We can then organise the tickets to be sent home with children to sell.

We have discussed ideas regarding a Christmas fundraiser. We have agreed that this year, we will hold a Christmas cocktail evening. This will be held on the 10th December beginning at 7pm. JP will be organising the evening. More details to follow this week. The venue will be in the school hall and will be for Approx 20 people to remain COVID safe. We discussed a lateral flow test must be done prior to attending and face masks will be optional. The school hall should be an ideal venue as we can socially distance and class bubbles I.e school year parents together, can be used to create another layer of protection. Those attending would be asked to bring nibbles and the some members of the committee have agreed to provide snacks. The charge discussed was £15 per person.

Foss would like to provide the children with Christmas gifts for the end of term in place of the chocolate selection boxes that were distributed last year. This is a gift from school for each child. This will be something that is useful to the children and ideas such as stationary were discussed.

Both the previous treasurer and the current treasurer need to arrange change of signatures for all relevant accounts.

The committee would like to brainstorm ideas for the following years events. The next meeting has been scheduled for the 25th November and is open for all FOSS members to attend.