FOSS

Friends of Sutton School

Minutes of the FOSS meeting held on Tuesday 18 November 2025

Present: Mel, Polly, Katie D, Tori, Katy, Sarah L, James (Platford), Vicky, Lucy, Dasha, Tom (present via video call)

Apologies: Helen Pye, Helen F, Sarah & James Plant

1.	**Welcome and introductions**	
2.	**Budget queries** **Action**: Polly is to consider the accounts and what outgoings (aside from events) there are from the FOSS accounts. **Action**: Tori is to request Neil to raise at the next Governors meeting the question of how much money is required to be raised. Also, to query if grants could be obtained elsewhere in the school to assist with freeing funds to towards the building of the new classroom.	**Actions** Polly and Tori
3.	**Christmas Church Service** Church service on Tuesday 11th December. To raise funds for FOSS, drinks and mince pies with crafts for the children will be held from 2:30pm – 4pm. **Action:** Polly to arrange crafts for the children and finalise a poster and pricelist (include cash/card option on the poster). **Action**: James to arrange and source mulled wine, tea/coffee and squash and mince pies. James to inform Polly as soon as possible of the pricelist. **Action**: Sarah L to bring coffee/hot water urns for tea and coffee **Action:** Tori to query with Helen Pye if there is a sound system for music to be played. Tom F has kindly volunteered to assist if we need help with the music. Tori to ask Helen Pye if we can set up in the Hall from 1pm. **Action:** Katy to arrange poll to be sent to parents to query attendance after the church service (to assist with numbers on mince pies etc) **Action:** Katie D to speak to Bromwich Butchers if they will provide mince pies. **Action:** Volunteers to help are Katy, James, Tori, Vicky and potentially Katie D.	**Actions** Polly, James, Sarah L, Tori, Katy, Katie D & Vicky
4.	**Christmas Disco**	**Actions**

	Christmas disco on Tuesday 16th December 5pm – 7:30pm. Agree £5 per ticket to be charged through Parent Pay. Glow Stick and bag of sweets to be given to children on entry. Colouring corner required. **Action:** Sarah L to source sweets and the Glow Stick. **Action:** Tori to query with Helen Pye about how the colouring corner will be organised (school assist or are we to provide the paper etc). Also, Helen Pye to request parent volunteers. **Action:** All to consider if we provide drinks to parents while the disco is on. Decision could not be reached in the meeting and input from all would assist.	All
5.	**Preschool Bakesale** Helen Pye has put forward that KS2 are to provide the baking for the bake sale at the Preschool jingle on 5th December. This can be the KS2 donation (previously discussed the idea of a bake-off). All agreed this was a great idea. **Action**: Helen Pye to send an email or include in the newsletter the details of the bake sale for KS2 parents.	**Actions** Helen Pye
6.	**Christmas Hamper** Mel confirmed that she has the Christmas hamper in hand with Helen Pye. The draw is to take place on 17th December.	**Actions** Helen Pye & Mel
7.	**Donations as Christmas gifts to teachers** Katie D suggested to Helen Pye that if the teachers were agreeable, rather than receive gifts, parents would donate an amount to FOSS instead. Helen Pye has confirmed that the teachers are kindly agreeable to this. Suggested that a Crowdfunder page be set up with an email sent out to all parents with a link to the page. We will ensure correct wording is used so that people do not feel obliged to donate. **Action:** Katie D to look into setting up Crowdfunder page and link. **Action:** Helen Pye to send an email out to parents as soon as possible to inform them of this and that a link to the Crowdfunder page will follow in due course.	**Actions** Katie D and Helen Pye
8.	**Information on parents and contacts**	**Actions** Dasha

	Discussed that it would be useful to assist with fundraising if we understood what parents could contribute (with their jobs/roles/connections). Suggested that a form/leaflet be sent out to all parents with questions of how parents could assist. **Action:** Dasha to complete a Google form with the necessary questions that can be sent out to all parents either through an email or text message.	
9.	**FOSS Facebook page and email address** All agreed it would be useful to have a separate Facebook page for FOSS that information could be added to and circulated within the community and other villages. Also agreed that the FOSS email address needed to be re-activated/set up. **Action:** Tori to speak to Helen Pye about setting up a FOSS Facebook page and whether this would be ok. **Action:** Sarah L to set up Facebook page once agreement from Helen Pye received. **Action:** James Platford to look into FOSS email address and how to reactivate the account.	**Actions** Tori, Sarah L, James Platford
10.	**Updates to be included in school newsletter** Discussed how it would assist with FOSS/fundraising awareness for parents if we provided a paragraph each week in the newsletter. **Action:** Tori to provide short blurb each week to be put into the school newsletter.	**Actions** Tori
11.	**Fundraising ideas for next term and to be discussed at next meeting** • Valentine bake-off/bake sale • Silent Auction • Race Night • Charity roundup – approach Rose & Crown, Il Paradiso, Miss Daisy's **Action:** Mel to speak to Durham Ox owners on how they organised their Race Night and will then speak to Rose & Crown to see if they will host the event.	**Actions** Mel
12.	**AOB** **None**	
13.	**Date of next meeting** **Tuesday 13th January at 6pm in school**	