

FoSSA PTFA Meeting

Thursday 3rd November 2022

7.30pm

The Apple Tree, Shoscombe



MINUTES

- Welcome and apologies
 - Apologies from Ben Wilson, Anna Holbrook, Camilla Buchanan, Jen Carroll.
 - Attended by Robin Williams, Katrina Kelly, Ionela Sand, Helen Wilshire, Tania Rorison, Lloyd Randall, Hayley Workman, Emma Rigsby, Fay Hollister, Millie.
- Chair's review
 - New committee were introduced
 - Update was given on activities since AGM:
 - Pumpkin party, well attended, great feedback, huge thanks to all those who helped.
 - Congratulations were given to the school on the successful mud run, expected to have raised over £3500.
 - Work has been done to professionalise FOSSA, including website, domain, new constitution, work to ensure we're legal with Charity Commission. Once we have a new constitution in place we'll be able to register for gift aid on donations.
 - Work has been started mapping out and filling out applications for corporate grants and giving schemes.
 - Work has been done to plan activities for the next few months including gathering items for the Christmas raffle - donations to the raffle would be very much appreciated.
- Treasurer's report
 - Treasurer has taken control of the financial spreadsheets from the previous committee this week and is waiting on access to the bank accounts - this is underway.
 - Treasurer is working to ensure all existing commitments to the school are being honoured and to calculate what level of financial commitment can be made for the rest of this academic year.
 - Steps are being taken to set up internet banking to make the accounting more efficient and transparent.
 - Emma R, outgoing treasurer, updated that based on her last statement for the accounts there is approximately £3168 with another £1000 to be delivered into the main account, and £618 in the 100Club account.
- Charity governance updates
 - Setting annual objectives for charity : these were discussed and it was agreed that the committee would look at the requests made by the school in a meeting with the head teacher earlier this week and set objectives based on the essential, nice-to-have and 'icing on the cake' requirements for the year ahead. These will be reported at the next meeting.

- o Discussion around committee spending limits: it was agreed that the committee members should run any spending past another committee member, and that any larger sums over £500 that aren't linked to and expected to be recovered back in a single event should be discussed at a FOSSA meeting.
 - o Meeting frequency and formats: it was suggested ahead of the meeting by an apologising member that meetings could be on alternate days of the week to allow greater attendance, this was passed with general preference for Wednesday and Thursday. It was agreed that some meetings could be held directly after school, and some online, to allow more people the opportunity to attend. Meetings should be held as needed, approximately every 6 weeks but more often in busier times or less often when quiet.
 - o Discuss proposed new constitution for FOSSA : we need a new constitution because the current one held by the charity commission is dated 1994 and therefore is out of date and risks voiding our insurance. We have proposed adoption of the ParentKind constitution for PTAs which is pre-approved by the charity commission. This is the fastest route to filing a new constitution and as a committee we believe it covers FOSSAs needs. Should we need to amend this proposed constitution at all then we will need to go through Charity Commission approval which will take longer, but will be done if required. We have published the proposed constitution on ClassDojo and a hard copy is available in the school reception. As the law requires, parents and teachers will be given a minimum of 21 days to review this, and we encourage any feedback to be sent to committee@fossa.org.uk. On 30th November at 3:20pm at the school FOSSA will host an Extraordinary General Meeting to vote on the new constitution and we encourage parents and staff to attend.
 - *Note: one apologising member asked whether the constitution made it possible for teachers to have a vote in FOSSA activities. As it stands it gives all members voting rights and defines members as including parents, carers, teachers and governors.*
 - o Updated contact details: the new committee can be contacted on the following:
 - committee@fossa.org.uk
 - rob@fossa.org.uk
 - ionela@fossa.org.uk
 - katrina@fossa.org.uk
 - helen@fossa.org.uk
 - o Framework for future activities: we discussed how we should agree on what events were appropriate for FOSSA to run. It was agreed that a minimum financial return of £10 per hour of volunteer time should be achieved from a potential event OR the event should play an active role in promoting social value at the school OR the event should help the school achieve its objectives in a non-financial way.
 - Some attendees requested a list of potential events FOSSA would like to run to allow parents to volunteer to take the organisation of events on and to plan ahead. The committee agreed to provide this.
- Plan for upcoming term

- o *It was noted that in addition to FOSSA plans, there are also plans for Remembrance Sunday with opportunities for the children to buy poppies, and plans for Children in Need that will involve a mufti day.*
- o Wreath making workshop - proposed for 1 Dec at the school, aimed at adults, 7:30pm - 9:30pm, to include all materials and hot chocolate/mulled wine. Hayley agreed to confirm this didn't clash with a similar event in the village. Event to be charged at £25 per person.
- o Christmas shop, gifts for families: Katrina agreed to contact Sue Jones and confirm if she is able to run this or whether she would like help. Hayley and Helen have offered to help if required.
- o Christmas sweater day : planned for 14th December to coincide with Christmas lunch day.
- o Christmas fayre: agreed to run a lite version with games and activities for the children after school on the 16th (last day of term), with cakes, mince pies and drinks for parents, and potentially a Father Christmas or a Mrs Claus in attendance. Volunteers to help with this are required.
- o Reception nativity : 8th Dec, FOSSA has agreed to provide mince pies and hot drinks for parents to buy.
- o Chestnut school play - FOSSA will further explore the provision of a curry or chilli for parents during the show.
- o Movie and PJs night - planned for late January at the school, with the aim of it being an easy evening for parents!
- o Facilities hire (marquee, gazebos etc) : it was decided that FOSSA would put up the two gazebos and large marquee that are in the FOSSA shed and ensure they're complete, photograph and measure them and then make them available for local hire by the village or parents.
 - It was suggested that we could also hire out a party kit with plates, cups etc that FOSSA owns.
 - Also suggested that in the future fancy dress costumes could be hired.
- AOB
 - o Sponsored walks - some concerns with them in the spring due to cows in the fields, autumn might be better, but they have been successful in the past.
 - o Discussion was had about 100Club and how to run it and sign up more parents. It was agreed to research a way to sign parents up to a standing order rather than rely on them remembering to set it up each month.
 - o Discussion regarding future 'challenge' events - would like to do the mud run again next year and also give the kids a chance to do the 3km version. Would also like to explore the possibility of doing a Three Peaks Challenge in June/July - anyone interested in getting involved should contact FOSSA.
- Date of next meeting: due to the need for a vote on the proposed new constitution the next meeting will be an Extraordinary General Meeting (EGM) held on **30 Nov at 3:20pm at the school - all are welcome.**

**Friends of Shoscombe School
Association**

committee@fossa.org.uk

Registered Charity 1050575

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