

## FOSA Meeting

Thursday 5<sup>th</sup> October 2017

### **Attendees:**

Sarah P (Meeting Chair/Minutes)  
Amber  
Bea  
Sarah C  
Yvette  
Ewa  
Jenny Scarpenter  
Kara  
Helen Walker  
Rachel Tappin

### **1. School Disco – Friday 13<sup>th</sup> October**

Number of actions discussed and allocated ahead of the school disco. Agreed to give DJ a tub of lollies for prizes on the dance floor.

### **2. Quiz Night – Saturday 18<sup>th</sup> November**

- Agreed that each table of 8 will have 2 pizzas, a garlic flatbread, salad and a drink (per person)
- 25 posters share amongst attendees to distribute locally.
- Food would be served first, with the quiz starting between 1945-2000. Quiz to finish at 2200, with an interval where raffle tickets will be sold. Heads and Tails game to be played.
- Rota to be devised for selling alcohol, suggested small slots between FOSA to ensure each member can enjoy the evening.
- TENs license applied for and wording on estate agents board agreed.
- Agreed to have an 'Oakhill' Cocktail on the menu.
- Setting Up from 1800 – Sarah P/Sarah C/Bea/Amber/Jenny
- Champagne for winning team, box of chocs for the losing team.

### **ACTIONS:**

- 1) Letter sent to be sent out asap, with a follow up letter after half term. Sarah P
- 2) Locate PA system – Sarah C
- 3) Confirm arrangements for collecting key to the hall – Bea
- 4) Source a number of raffle prizes – ALL (Bea to oversee)
- 5) Glass hire arrangements – Jenny
- 6) Costco shopping list – Jenny (salad/table cloth/beer/soft drinks/bin bags)
- 7) Order pizzas – Bea
- 8) Oakhill Cocktail – Claudine
- 9) Floats – Amber (bar/raffle)
- 10) Pay the Quiz Master - Amber
- 11) Rota for bar – Sarah P
- 12) Order flatbreads – Rachel
- 13) Admin for tables – Sarah P

### **3. Christmas Event**

Discussed the option of having a 'travelling panto' and it was felt that, whilst this was an excellent idea, given the time constraints and the size of the hall there was a significant risk the event would lose money.

Alternative options such as an ice rink and afternoon tea with Father Christmas discussed. Additionally seek pricing of bulk buying tickets for a local panto and selling them on, similar to Adventure Island for a small profit. Claudine to explore and feedback.

Sarah C to explore the option of having an ice-rink in the playground.

Further meeting to be convened.

#### **4. New Members**

FOSA is delighted to welcome 4 new members to the group:

Claudine Hartzel – nominated by Sarah P, seconded by Amber  
Jenny Scarpenter – nominated by Sarah P, seconded by Amber  
Helen Walker – nominated by Sarah P, seconded by Amber  
Rachel Tappin – nominated by Sarah P, seconded by Amber

Each member reminded to apply for DBS checks via the School Office or provide appropriate certificate.

#### **5. Any other items**

Notice board in the playground by the letterbox to be updated. Sarah C to oversee.

Ewa has decided to stand down from FOSA now her daughter has moved into Year 6. Her contribution was invaluable and she will be sorely missed.

Steve, the school's care-taker, will be retiring on 20<sup>th</sup> October. He has supported FOSA for a long time and it was agreed by all to purchase a small token to show our appreciation.

#### **6. Next Meeting:**

TBC