



Friends of Spring Common Academy
American Lane, Huntingdon, Cambs. PE29 1TQ
Reg. Charity No. 1050508

Ordinary Meeting held on Monday 8th January 2018
1.45 pm in the Training Room

Present: Deb Wurf - Co-Chairperson
 Jillian Sanders - Co-Chairperson
 Rachael Fearing - Treasurer
 Julia McIntosh
 Janice Addison - Coffee Morning Organiser
 Kelly Ayton
 Zoe Steeden - Secretary

Apologies: Claire Murphy
 Jayne Glifford-Greening
 Louise Anderson
 Anne Aldred

1	Minutes of the AGM meeting. Minutes of the AGM were read out by Deb Wurf. They reflected a true record of the meeting. Deb welcomed all in attendance.	
2	Notification of FOSCA meetings. Agreed that notifications of meetings, events and minutes to be put on FOSCA Facebook page, school Website and new School New App as means of attracting new members and for reminders for committee members.	Jillian

3	<p>Coffee Morning. Discussion took place on best way to promote these and how often to be held. Decision was made by Janice to hold once every half term. New room required to ensure accessibility to all parents/carers. The Lower School Meeting Room was suggested and agreed most suitable. Janice to notify Jillian when being held to allow publicising around school and electronically. Jillian offered to revamp posters to include new changes.</p>	<p>Janice & Jillian Jillian</p>
4	<p>Treasurer Issues.</p> <p>Accounts - Discussion took place regarding the outstanding Auditing of Accounts by Kinnard-Hill. Rachael informed meeting she has been in contact but was awaiting for a call back regarding auditing accounts.</p> <p>Insurance - PTA insurance needed renewing. Reminder letter had been received but not located. Priority to ensure in place before first Event on 8 Feb 18.</p> <p>Signatories on Bank Account - still unable to access account. HSBC to be contacted to find out who is currently a signatory.</p> <p>Donations - Donation received £130 in cash. To be used as Petty Cash to fund PTA Insurance at present.</p>	<p>Rachael Rachael/Julia Rachael/Julia</p>
5	<p>Chairperson Paperwork.</p> <p>Amy Clarke previous Chair still holds paperwork. Deb Wurf to continue to try to obtain documentation. Home visit suggested again for Friday 12 Jan 18.</p>	<p>Deb</p>
6	<p>FOSCA Store Cupboards</p> <p>Key to cupboards need to be obtained from Office or Jason. Date arranged with Jillian and Zoe to organise store cupboards for Tue 9 Jan, at 2.15</p>	<p>Jillian Zoe & Jillian</p>
7	<p>Facebook Page</p> <p>Administrator for Page still needed. Suggest Claire Murphy as has dual hat as staff and parent. Jillian to ask.</p>	<p>Jillian</p>

8	<p>Valentine Disco - Thur 8 Feb 18 - 6.30 - 8 pm</p> <p>Simon to DJ (Zoe emailed and Simon agreed). Tickets, Poster, and Letter to be organised by Zoe. Refreshments via Shop - Deb to check with Dawn if this feasible. Contact Kate in the Office to ask for help issuing tickets and collecting monies. Julia to help if office busy. Kelly to organise decorations for event, budget of £25 available if needed. Julia to lock up and on door. Committee members to help set up and tidy away. Julia to book date.</p> <p>Dawn has confirmed can open shop with a 50/50 split in profits, but FOSCA to supply stocks.</p>	<p>Zoe</p> <p>Deb</p> <p>Kelly</p> <p>Julia</p>
9	<p>Email Address of Members</p> <p>FOSCA minutes to be emailed to Office, to ask to be emailed to new members as we don't as yet have addresses for them. Future meeting to be held on ground floor to allow access for all.</p>	<p>Zoe</p> <p>Julia</p>
10	<p>Christmas Fayre</p> <p>Christmas Fayre was a great success, although unaware of clashes with Cambs Respite Groups. Committee parents to provide future dates to avoid any further clashes. Monies raised (approx. £600) passed to Ester in School Finance Office, Jillian to check it this can be moved into FOSCA account so spending can be used as advertised.</p>	<p>Jillian</p>
11	<p>Easter Egg Hunt</p> <p>Discussion took place how best to run event. Time constraints on the Thur before term end. Suggested cut out eggs hung in woodland area and each class hunt to them and swap for an egg. Suggestion of each class holding a Egg Hunt in their class room with FOSCA providing Chocolate eggs. Need to clarify number of eggs and dietary requirements and those needs gift instead. Deb to email teacher of classes. Zoe to purchase eggs.</p>	<p>Deb</p> <p>Zoe</p>
12	<p>Date of Next Meeting</p> <p>Thursday 8 March 2018 at 7pm in the Lower School Meeting Room. Julia to book room. (Meeting may be reschedule due to Jillian, Julia and Rachael unable to attend)</p>	<p>All</p> <p>Julia</p>