



Friends of St Pauls Schools, York, registered charity number 1111254 (FOSP)

Meeting at the Volunteer Arms pub, Holgate, 7pm on 3rd November 2022

Trustees Present	Members in attendance:	Teachers	Apologies
Kate Godfrey (Co Chair)	Tom Neale	Sandra Evans	None
Jo Mensah (Co-chair)	Natalie Bell	Sarah Hann	
Rachel Drutman (Treasurer)	Eytan Zweig		
Tom Mitchell (Secretary)	Charlotte Catton Becca de Koning		

Meeting chaired by: Kate Godfrey (Co Chair)

The chairs reported that proper notice of the meeting had been given and that a quorum was present. The co-chair declared the meeting open.

Declarations of Interest

None.

1. Approval of last minutes

Approved

2. Funding requests from school

Discussed;

- Y6 residential, transport increase, £350 each way.
- Young voices likely to increase, currently £200
- RD to check coach provision
- Approx £6,000 in total funding requests for the year so far.
- It was mentioned that for a Banner for school, FOSP are also happy to fund
- Mrs Hughes had prepared two posters for reading cafe, FOSP feedback on designs to finalise, a parent in year 3 had also been approached and kindly agreed to bake cakes

3. Finances

Discussion about state of finances, balance healthy, but to think about 23/24 as income is difficult to predict and might be constrained over the next year. Cashflow to be carefully monitored

Christmas cards to bring in around £280

Christmas Fair the largest income event and its success (or not) will significantly impact on finances, must review finances and spending commitments in the new year.

School planning 4 charity events; MacMillian, Children's Charity, young leaders, and school council to decide other.

4. Christmas Fair planning

CW had agreed Christmas fair can be held in school. The following was discussed (see last minutes for additional info):

- Hall after home time, 3.15. Access to the kitchen as usual.
 - Library difficult to release and noisy, use the shed, but can be used for storage
 - To do the shed in advance
 - Use the reception delivery gates through the pack up room into the hall, avoids lighting issue in playground
 - Toilet use; only children to use, not adults, unsuitable for them, safeguarding concerns. Noted that summer and Sausage sizzle had operated without toilets
 - To be standing only in the hall
 - Games options, previously hook a candy cane had been popular, Tom Neale a fan and willing to man, also salt dough, Dave G to do something similar to wooden posts
 - SEN children to attend from 4.30pm
 - 5 till 7pm for all
 - Santa has been onboarded
 - Eytan volunteered to announce prizes
 - CC to procure Elf costumes and check Father Christmas outfit
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- **Possible that the church may accommodate us. Natalie Bell to discuss with them ASAP and report back**

Actions:

1. FN received raffle tickets – these should go to parents w/c 14th Nov. To be placed in Lucky bags and sent with letter KG to draft
2. RD to sort paper bags, approx 250 and envelopes
3. Representative from Dough Eyed Pizza kindly donated voucher
4. KG to create list of donations with FN
5. Parent donation requests – Lucky Bags, tombola Prizes, Blitzen box gifts, to be brought in w/c 28th Nov
6. FOSP to request for parent raffle prizes – send out on facebook/newsletter/whatsapp
7. FOSP to set up volunteer sign up sheet as before
8. Stock take to be done on drink
9. TDM to approach M&K again re sausages but to pay this time,
10. Mulled wine in slow cooker if church available plus volunteers
11. JM to do shopping list
12. To look out for free cans at Brew Dog
13. CC to organise books
14. CC to buy elf costumes
15. Pre-book santa slots, check eventbrite, pre book
16. prepare SEN letter for school to distribute
17. TDM to do risk assessment

6. AOB

TDM to email newsletter to school tomorrow

Committee planning meeting session at JM's house on **Sunday 20th November 10.30 - 5pm**

Close

There was no further business and the chairs declared the meeting closed.