

Minutes of St. Anselm's College Monthly FOSA Meeting

Meeting Date / Time: 19:30 on 23rd January 2024
(Original date was rescheduled due to winter weather)

Attendees: Rob Hardman, Serena Cubbin, Mark Kewley, Jen Peng, Graham Stott, Heidi Miller, Debbie Mearns.

Apologies, Simon Duggan, Vicky Herdman, Adele Bu-Haimed, Hazel Lloyd-Green, Lee Lloyd-Green, Rachel Saunders, Kirsty Butler, Sinead McMahon, Sam Kerrigan, Lou Kerr.

Item	Agenda Topic and Minutes	Actions
1	<p>Chair introduction, Apologies and Action items for discussion, Rob</p> <ul style="list-style-type: none"> a. FOSA 500 club (See section 5) b. Future new events & activities, review of recent events The Christmas Party/Raffle c. Request for funds from Y7/Y8 College librarians (Serena) <p><u>Section B</u></p> <p>Thank you to everyone who assisted and helped with the Christmas Party, this was a fantastic event.</p> <p>Discussed that each term FOSA complete an event, with the suggestion of the Year 7 Upton and St. Anselm's Easter Disco.</p> <p>With ideas discussed in the final term of a summer ball, for old pupils to celebrate Mr Duggan's legacy at the school, it was also suggested to complete an old versus current pupils/teacher's sports event hosted by FOSA. This and any new ideas can be discussed in ongoing monthly meetings.</p> <p>Easter Disco for this term was successfully discussed and Serena will liaise with Upton and gain a potential date for the next FOSA meeting, which will focus on the organisation, set up and volunteers.</p> <p>Suggestion of a wellbeing space for all pupils, which could be used when needed, for a therapy dog, and pod which allows this and additional support for those boys with neurotypical needs. This and other ideas to be discussed further in the ongoing monthly meetings.</p>	<p>Serena –</p> <ul style="list-style-type: none"> 1. To liaise with Upton regarding Easter Disco 2. To assign owner for research and review outstanding approval to buy 3 benches <p>To liaise with Y7/Y8 Librarians, to complete letters / emails to local businesses. To confirm funding and discuss possible donations.</p> <p>All – Please let us know of any ideas for new or enhancements for activities and events.</p>

	<p>October Funds approved for Picnic Benches x3. Research to confirm where and what to purchase. Graham had kindly sent a link of possible options and will assist in an introduction; this action is to be reviewed for discussion on 6th February.</p> <p><u>Section C</u></p> <p>Presentation provided by Y7 & Y8 College Librarians, please see attached, which requests a redesign on areas in the library which will assist in mental wellbeing and is a calming area to read and study.</p> <p>Suggested that the boy's email local businesses for the smaller items, such as paint, plastic plants, beanbags, LED lighting.</p> <p>Discussed possible donations available from members of the group, on some of the items requested such as sofas and a TV.</p> <p>The pod style self-contained study areas were estimated at £1,500. Research to confirm the type and amount that will be needed.</p> <p>However, after reviewing the request of the whole presentation, confirmation that the funds of £1,500 can be given to the Y7 & Y 8 librarians for there request for improvements.</p>	
<p>2</p>	<p>Finance Report, Adele,</p> <p>Provided balance of FOSA Bank Account as £5,738 as of 29th December 2023. Estimated as £1,820 raised from the Christmas party, clarification on exact amount to be updated at the next meeting.</p>	<p>Adele / Rob – Confirm amount raised at Christmas party</p>
<p>3</p>	<p>Bar Report, Lee/Hazel.</p> <p>No updates required this month, to be discussed in February meeting</p>	

<p>4</p>	<p>FOSA 500 Club</p> <p>Recent draws/winners - Mark highlighted the winners (1st, 2nd & 3rd places) for 6 months up until August, provided the cheques to be signed and provided master copy letters which needed photocopying and filling in for each winning person before being sent. As of August, the membership is circa 75. Thank you Mark for organising as we appreciate this is a lengthy task.</p> <p>Mark highlighted one cheque has been sent back, this information is to be passed to the Finance team to look to pay the winner via BACS instead on this occasion.</p> <p>Mark highlighted enhancement needed regarding including the boy's name as well as members name, which will help.</p> <p>Mark advised he now only holds September and October statements and would require the remaining November, December, and January statements to get up to date. (It has been suggested it may be helpful to gain this in an encrypted excel format for ease going forward.)</p> <p>Mark, Debbie, and Diane to organise a meeting on how to streamline the process. With the aim to complete this process as soon as possible.</p> <p>Discussed options on how to promote the good work the FOSA 500 Club does, and what we can do to increase communication and applications.</p> <p>Initial question was where and how can you apply to join? it was highlighted that there is currently no FOSA online presence as this has unfortunately been removed. Therefore, ideas were given, to add a FOSA section, including such things as the recent items bought to help the boys as per October Minutes, what the club does and how this works. To also include a link of the online FOSA 500 Club application. To promote through social media and headmaster's email.</p> <p>A scheme was also discussed to encourage the boys in years 7 – 11 to increase new members, each person signing up, would mean each boy would gain 5 achievement points for charitable</p>	<p>Serena –</p> <ol style="list-style-type: none"> 1.To liaise with IT to add the FOSA 500 Club Application online 2.To draft an update and entice new members, including adding the recent winners ready to be added into the headmaster's weekly email 3. To liaise with Office staff regarding process for New FOSA Applications and the Boys Incentive Scheme 4. To ask for enhancement on information provided which holds members names, to also include children's names as well for ease. 5.Letters to be copied and filled in for each cheque being sent out, all cheques to be signed <p>Mark –</p> <ol style="list-style-type: none"> 1.To liaise with Finance regarding the returned cheque 2.To organise meeting for Tue 30th January if possible 3.To request the remaining statements <p>Rob</p> <p>To email Debbie information on FOSA 500 club</p> <p>Debbie –</p> <ol style="list-style-type: none"> 1.To call Diane and introduce herself
-----------------	---	--

	<p>contributions, and a raffle token for each new member. Therefore, if a boy had two new members, they would have two tokens and 10 achievement points. Prizes would include 2 x £25 for each year group chosen from the raffle, with a £50 prize for the boy who gained the most new members. This will then be drawn just before the Easter holidays.</p>	<p>2.To draft some wording / ideas for website format</p> <p>Confirm if access to accounts has been given to Adele – Previous Action</p>												
5	<p>Notice of AGM date for February to be held on Tuesday 6th at 19.30.</p> <p>The following position holders will stand again requiring proposers and seconders,</p> <table> <tr> <td>Chair</td> <td>Rob</td> </tr> <tr> <td>Vice Chair</td> <td>Hazel</td> </tr> <tr> <td>Treasurer</td> <td>Adele</td> </tr> <tr> <td>Bar Manager</td> <td>Lee/Hazel</td> </tr> <tr> <td>Secretary</td> <td>Fiona</td> </tr> <tr> <td>500 club</td> <td>Mark, Venus & Debbie, College</td> </tr> </table> <p>Point of contact – Serena.</p> <p>Discussion to confirm people are happy to continue, and if anyone else would like to volunteer for a role, in addition a new role is to be included for Communication, Marketing, Social Media role. Any questions please liaise with Rob.</p>	Chair	Rob	Vice Chair	Hazel	Treasurer	Adele	Bar Manager	Lee/Hazel	Secretary	Fiona	500 club	Mark, Venus & Debbie, College	<p>All – Review if this is something you wish to continue, or wish to newly volunteer for, please update Rob in advance of AGM.</p> <p>Serena – To ensure the AGM is added to social media and Headmasters Weekly Email</p>
Chair	Rob													
Vice Chair	Hazel													
Treasurer	Adele													
Bar Manager	Lee/Hazel													
Secretary	Fiona													
500 club	Mark, Venus & Debbie, College													
6	<p>AOB</p> <p>None</p>													
7	<p>Next Meetings</p> <p>Tuesday 6th February Tuesday 5th March</p>													