

## Minutes of St. Anselm's College Monthly FOSA Meeting

Meeting Date / Time: 19:30 on 5<sup>TH</sup> March 2024

Attendees: Rob Hardman, Serena Cubbin, Adele Bu-Haimed, Mark Kewley, Sam Kerrigan, Graham Stott, Heidi Miller, Debbie Mearns. Deana **Kay**

Apologies, Simon Duggan, Vicky Herdman, Fiona Wheeler, Hazel Lloyd-Green, Lee Lloyd-Green, Rachel Saunders, Kirsty Butler, Sinead McMahon, Lou Kerr. **(Please review and confirm if I've missed anyone off)**

Item	Agenda Topic and Minutes	Actions
1	<p><b>Chair introduction, Apologies and Action items for discussion, Rob</b></p> <ul style="list-style-type: none"> <li>a. Website</li> <li>b. FOSA 500 club</li> <li>c. Social Media Co-Ordinator position</li> <li>d. Future new events &amp; activities</li> </ul> <p>A. Website went live last month, and a few people have used the FOSA 500 site, feedback comments to date, "easy to find", "looks good". This is still in progress to enhance, so any ideas welcome. fantastic event.</p> <p>B. See section 5</p> <p>C. Social Media Co-Ordinator position is available, does anyone wish to volunteer</p> <p>Discussion around fliers and marketing, logo's etc, Deana, has kindly volunteered to look into the logo of FOSA and the FOSA 500 club and Flier suggesting the use of AI canva which is free to use.</p> <p>D. The suggestion of the Year 7 Upton and St. Anselm's Easter Disco, cannot move forward, as Upton School have declined this activity. A suggestion for BHSA will be discussed with the Headmaster for next term.</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.</p> <p>T Factor – Tuck Shop x2 will be required for this lunchtime event. Volunteers to help with this will be needed. A great suggestion of completing this as the Masked Singer Version will be passed to the teachers.</p>	<p><b>Serena –</b></p> <p><b>1.To liaise with SD regarding Year 7 Disco, and liaise with BHS if applicable</b></p> <p><b>Deana – To design Logo and Flier</b></p> <p><b>All – Please let us know of any ideas for new or enhancements for activities, events and website.</b></p>

	<p>This and any new ideas can be discussed in ongoing monthly meeting.</p>	
<p><b>2</b></p>	<p><b>Headmasters Report, Serena,</b>  Year 7 Parents Evening went well with 98% attendance With English and Music trips on Thursday and Friday.  Year13 2nd set of Mock Exams next week  Thursday Mr Hyde hosts a Parental Advice evening delivered by Health Services in Schools in the Hall.  On Wednesday the 1st VII finally won the Birkenhead School Sevens after finishing runner's up in the previous 2 years. We won all 5 matches, Senior Hockey squad performed impressively reaching the final of the North-West Hockey Finals,  Congratulations to Alex Kerr (Y12) who has played for Sale Sharks U-18 Academy team this season, as well as captaining the U-17 team. Alex has been called up to the England Under-17 training squad.  Dawid Gawel (Y10) and Taylor Houghton (Y9) both played for the Everton Academy U-15 team against Sunderland this week. They might be in the 1st team soon! Good luck to Regan O'Brien (Y11), who is playing for the Cheshire U-18 Boys' team this weekend.  On a musical note we congratulate Jack Pearson (Y13) who has been a stalwart of college music. Jack and his band " The Painted Ceilings" have released a single "Caught between Two Minds" which is already enjoying success!  The sacramental Confirmation Programme at Christ the King parish Bromborough, which is aimed at young people from Year 9 upwards and begins in April.</p>	
<p><b>3</b></p>	<p><b>Finance Report, Adele,</b></p> <p>Please see attached handout</p> <p><u>Finance Meeting Summary</u>  A very useful meeting was had with Tara from Finance, Mrs Whitely the Office Manager, Adele and Debbie.</p> <p>The meeting was to help clarify the process and understand the FOSA Accounts. The school have overall ownership of these.</p>	<p><b>Adele / Rob –</b></p> <p><b>Serena – to liaise with Ben, Tara and Mrs Whitely</b></p>

	<p>Discussion on enhancements and automation of processes, such as streamlining the FOSA 500 process, having GDPR in mind, and best systems to ensure continued ease for all parties. Plus, a system which can hold all FOSA information centrally.</p> <p>Online access has been requested to no avail. Therefore, it was discussed Finance to find further information of bank requirements and potentially Serena and Finance to have a face to face meeting with the branch manager.</p> <p>Actions from this –</p> <ul style="list-style-type: none"> <li>➤ For Colin to attend FOSA to discuss GDPR</li> <li>➤ Look into the best central system, One-drive and Share point were discussed, to centralise all information for FOSA, and allow differing members and committee members to have differing access to folders.</li> <li>➤ Gain Online Access for the FOSA Bank Account</li> <li>➤ Names to be provided of all FOSA 500 members to the Office Manager, to centrally hold and update</li> <li>➤ Another meeting to be arranged in March/April to gain progress</li> </ul>	
<p><b>4</b></p>	<p><b>Bar Report, Hazel / Graham&amp;Heidi.</b></p> <p>No updates required this month.</p> <p>Future events – Bar required will be for Wednesday 17<sup>th</sup> July for the staff leaving drinks with Simon – SBC to confirm dates</p> <p>Potential evening in July for parents and old pupils tbc</p>	
<p><b>5</b></p>	<p><b>FOSA 500 Club</b></p> <p>The FOSA draw was completed for November and December. This means that the FOSA 500 draws are fully up to date.</p> <p>Mark highlighted the winning names (1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> places) provided the cheques to be signed and distributed. As of December, the membership is circa 77.</p>	<p><b>Serena –</b></p> <ol style="list-style-type: none"> <li><b>1. Remind/Promote scheme to pupils</b></li> <li><b>2.To draft an update and entice new members, including adding the recent winners ready to be added into the headmaster’s weekly email</b></li> </ol>

	<p>Mark highlighted one cheque required amending due to name written wrongly, then re-issuing.</p> <p>Due to the way the statements and payments are taken, to ensure fairness, it has been suggested by Mark to complete the draws each month, with a 2 - month window. This is to ensure clarity of names and new members being added, movers leaving and time to review any anomalies of payments coming in on ad hoc days within the month or as happens sometimes x2 payments within the same month.</p> <p>The meeting as highlighted above with Tara from Finance and Mrs Whitely, Adele and Debbie discussed how to streamline the process. With the aim to complete this process as soon as possible, with the overall timeframe to automate the process by the end of the school year in July.</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> <ul style="list-style-type: none"> <li>➤ Confirmed there is now a FOSA online presence, applications have been submitted online.</li> <li>➤ A reminder to the years 7 – 11 to help increase new members scheme would be completed to the pupils.</li> <li>➤ Look to promote through social media and headmaster’s email of the FOSA 500 and the winners.</li> <li>➤ To complete a stall like the one Rob held for year 7 induction evening to be trialled Year 12 – Thursday 14<sup>th</sup> March - Volunteers so far are Adele, Heidi and Deane Year 8 – Thursday 18<sup>th</sup> April – Volunteers required</li> <li>➤ Fliers to be completed ready for stall(s)</li> <li>➤ Please let us know of any new ideas</li> </ul>	<p><b>3. Letters to be copied and filled in for each cheque being sent out, all cheques to be signed</b></p> <p><b>Mark –</b> <b>1. To request the required statements needed</b></p> <p><b>Promotion of 500 Club at Parents Evenings: FOSA Stall – Pictures and FOSA details, Application Form, Suggestion box, etc etc to be set up, and stall manned on</b></p> <p><b>Thursday 14<sup>th</sup> March - Volunteers so far are Adele, Heidi and Deana</b></p> <p><b>Year 8 – Thursday 18<sup>th</sup> April – Volunteers required</b></p>
<p><b>6</b></p>	<p>Items for the enhancement of the pupils –</p> <p>Picnic Benches – 3 have been approved. Action to purchase these.</p> <p>Library Quiet Area / Wellbeing space for all pupils -</p>	<p><b>Action</b> <b>Serena - Picnic benches to be purchased</b></p> <p><b>All - Ideas of enhancements required or desired for the pupils</b></p>

	<p>Sofa/chair to be donated by Graham and Heidi on Thursday.</p> <p>Lead staff member is unable to move forward at this time, however, once this changes, an update will be provided.</p> <p>Discussion on the focus of the funding for this school year and next from FOSA. £10,000 originally identified for the garden areas where school were looking to match in 2022/2023 unfortunately this was not able to happen, the school has provided an interim, alternative solution for this area to ensure the garden area was winter ready. Therefore, alternative ideas of enhancements required or desired items for the pupils.</p> <p>This and other ideas to be discussed further in the ongoing monthly meetings.</p>	
<b>7</b>	<p><b>AOB</b></p> <p>Discussion on best time and date for the meetings. Heidi to complete a tally of what FOSA members wish for</p> <p>T Shirts – With logo and school colours to be priced, with volunteer to be added on the front/back</p>	<p><b>Action</b></p> <p><b>1.Heidi to complete questionnaire on WhatsApp</b></p> <p><b>2.Serena to look at costs of logo/t-shirt</b></p>
<b>8</b>	<p><b>Next Meetings</b></p> <p>Tuesday 16<sup>th</sup> April</p>	