**FRIENDS OF ST AIDAN’S (FOSA) – ‘Brainstorm Ideas’ meeting**

**Staff Room**

**Tuesday 6th December 2017 7.30pm**

**Attendees:**

|  |  |
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| Cheryl Winter Vice Chairperson CW | John Wood Headteacher JW |
| Jane Regnier Treasurer JR | Jen Winterschladen Secretary JLW |
| Jo Cunningham JC | Tina Salden TS |
| Rachel Anslow RA | Cath Harrison CH |
| Andy Thornhill AT | Caroline Brook CB |
| Maureen Webber MW  | Beverley Robinson BR |
| Lorraine Moore LM | Ian Moore IM |
| Janet Hill JH | Catherine Bolton CB |
| Simon Brazier SB | Tina Chamberlain TC |
| Karen Winspear KW | Rebecca McManus RM |

**Forthcoming Events 2017:**

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| --- | --- | --- | --- | --- |
| *FOSA support needed* | **JANUARY** |  |  |  |
| Thursday  | 5th | 7pm | Sixth Form Presentation Evening |
|  |  |  |  |
| **FEBRUARY** |  |  |  |
| Thursday  | 2nd | 5pm | Yr 12 Parents Evening (A-K) |
| Tuesday  | 7th | 5pm | Yr 12 Parents Evening (L-Z) |
|  |  |  |  |
| **MARCH** |  |  |  |
| Thursday  | 2nd | 4.30pm | Yr 9 Parents Evening (CDEG) |
| Wednesday | 8th | 4.30pm | Yr 9 Parents Evening (PSWY) |
|  |  |  |  |
| **APRIL** |  |  |  |
| Thursday  | 27th | 4.30pm | Yr 7Parents Evening (CDEG) |
|  |  |  |  |
| **MAY** |  |  |  |
| Wednesday  | 3rd | 4.30pm | Yr 7 Parents Evening (PSWY) |
|  |  |  |  |
| **JULY** |  |  |  |
| Wednesday | 5th-7th | tbc | Spotlight |
|  |  |  |  |
| **SEPTEMBER** |  |  |  |
| Thursday  | 6th | 7pm | Lower School Sports Awards |
| Saturday  | 15th | 1.30pm | St Aidan’s Open Day |

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|  | **NOVEMBER** |  |  |  |
| Tuesday  | 15th | 4.30pm | Yr 10 Parents Evening |
| Tuesday  | 22nd-26th | 7pm | School Production |
| Wednesday | 30th | 4.30pm | Yr 8 Parents Evening (CDEG) |
|  |  |  |  |
| **DECEMBER** |  |  |  |
| Thursday  | 8th | 4.30pm | Yr 8 Parents Evening (PSWY) |

**Matters Arising:**

* Year 7 Welcome Event – March 2017

***Action: JLW, TS, JR, AT, CB, KW (all yr 7) gather ideas, thoughts for next meeting when final plan/team can be put together for end March event. JLW to discuss with Mrs Douglas also.***

* Main annual event – Charity Clothes Swap and Fashion Show – May 2017

***Action: JR to confirm organisers availability and confirm event date with Mr Wood. Exact date and volunteer team will be reported and put together at next meeting*.**

* Volunteers required to help take over on refreshments from LM/IM**,** ideally 2-4 persons per event needed.

***Action: Teamer App suggested by AT as possible refreshment booking tool. SB to look into practicalities of using this method. Report back at next meeting***. **Any q*ueries relating to Refreshments current process, liase with LM/IM directly.***

* FOSA marketing. Marketing Support person required.

***Action: JLW to liase with CH to post marketing ad via St Aidan’s School Website/Facebook Page ASAP.***

* FOSA communication. Update communication process from FOSA to all parents, ie Facebook page, email etc.

***Action: JLW to confirm and formalise processes going forward with CH/Marketing Support/CW.***

* FOSA advertising. Update/produce posters and boards promoting FOSA at events.

***Action: tbc when Marketing Support sourced.***

* FOSA welcome. Look at producing a letter to go into school welcome packs and compile presentation ideas to be used for induction evenings.

***Action: TC and RM to liase directly with each other and provide requirements and process feedback at next meeting.***

**Further ideas noted for consideration:**

* Harvest Supper following Harvest Festival – TC
* Shrove Tuesday – pancake event – TC
* Create FOSA facebook page – KW
* Sixth Form presence at events – helping with refreshments – JC

**Next Meeting:**

Brainstorm Progress Meeting on Tuesday 17th January at 7.30pm in the Staff Room. All ideas and support volunteers welcome. The more the merrier!!!!