

## FOSJ's Meeting Minutes

**Date: Thursday 15<sup>th</sup> May 2025**

**Meeting start time: 7.00pm**

**Location: Holiday Inn, Basingstoke**

**In attendance:** Vicki Francis (Chair), Faye Southwell (Treasurer), Hollie Humphrey (Secretary: Comms), Lucy Sharpe (Secretary: Minutes), Stacey Thompson, Fee Strawson-Etherington, Jenny Hossain, Jo Cavedon-Taylor, Emily Brown, Carla.

**Apologies:** Laura Saitch (Secretary: Comms)

### Colour Run

#### **Suggested dates**

11<sup>th</sup> July (first choice), second choice is the week after. Sarah Gausden can share the plans and risk assessment from last year but is unable to lead on this event. Vicki Francis to ask Sarah regarding the paint order.

Coffee – Café 2 U – [www.cafe2u.co.uk](http://www.cafe2u.co.uk) - a possible supplier to be considered for coffees at events suggested by Jenny Hossain.

The possibility of offering hot food was discussed including pizza. However, this may not be possible because of the potential mess from paint being traipsed into the building. Alternatives were considered including covering the library in plastic sheeting, paying for a deep clean, starting the event later to allow people to eat first, hiring toilets (this was potentially expensive as we would need to pay for a whole weekend as they would not be collected until Monday), or offering a sweet cone (rainbow drops) or drinks/pop stall and/or ice cream van instead. Vicki Francis to speak to Mr Tracy about timings and the possibility of using the toilets. Hollie Humphrey to look into ice cream van.

#### **Waiver**

Everyone taking part will need to sign a waiver in person. Possibly link this to permissions and Scopy. Vicki Francis to talk to Clare in the Office. We could use last year's waiver as the basis for a template.

#### **Tickets**

Suggested price £5.00 per ticket to be sold in advance and a coloured wristband to be given. 300 tickets sold last time. Is there a cap on tickets we can sell on the day due to the paint order. When do we need to put the order for paint in to get it on time. (Vicki Francis to speak to Sarah Gausden)

### **Medals or Wristbands**

A discussion was had around whether to offer medals, wristbands or sweat bands. If Medals are chosen they would be for children only and no date on them to enable spares to be used again next year. A brief online search suggested that rubber wristbands would be cheaper than medals or a sweat band.

We may need to order Sunglasses as they could also be sold if people forget to bring their own (sunglasses needed for eye protection).

### **Colour Raffle/Hampers**

It was suggested that we need to have another Colour Raffle linked to the event to ensure we make a profit. To make life easier, the Hampers for these need to be done the week before to give the organisers more time to put them together. Tickets could go out in book bags.

Vicki Francis to speak to Mr Tracy regarding a start time and toilets

Hollie Humphrey to look into Ice cream van

### **Musical Bingo**

New event suggested by Faye and Fee.

Faye and Fee to organise and run this event.

Sell tickets at £10.00 per ticket

Suggested for a Wednesday or Thursday night. Date to be decided.

Bring own alcohol

Raffle to be held for a small prize.

### **Fireworks:**

14<sup>th</sup> November 2025 has been confirmed and booked in.

This will be for a display of 15 minutes.

A risk assessment has been completed with Mr Tracy.

Parking needs to be confirmed. Emily Brown has a contact at QMC who may be able to help.

Gates to open at 5.00pm – suggested time possibly 5.00pm – 6.00pm.

Vicki Francis to do some research on Industrial lighting as it will be dark. Perhaps low lights so not too big so they don't risk falling on someone.

There will need to be a barrier and volunteers in High Vis jackets manning it. Parking Patrol Volunteers needed also. Could Scouts assist?

Possible stall ideas include candy floss, toffee apples and foam glow sticks

Price for tickets discussed and suggested at £7.00 adults, £6.00 kids, under 3s free to be sold in advance

It was suggested that the FOSJ should have another meeting in September to focus on planning for the Firework Night.

A BBQ was discussed but the idea of using the school hall and kitchens to prepare and sell food such as Hot Dogs and Crisps, including a Hot Chocolate Station and cake donations was preferred. Would Kitchen staff be able to assist on day?

### **Sports Day**

A Uniform Sale is to be held during Sports Day (23<sup>rd</sup> May) on the bottom playground. Faye Southwell to bring the uniforms down from the loft next Monday and organise QR codes for donations. Hollie Humphrey to write a post for the newsletter, more branded clothes required.

### **Settling in Sessions – Tea and Tears/Tissues**

Uniform Shop – details to be shared. Sarah Garnish is leading on this. Laura Saitch to do a poster to advertise this. Also 27<sup>th</sup> June potential visit date for new Year R parents. Would be good to offer Uniform sale when this is going on.

Next Non School Uniform day – suggested 26<sup>th</sup> June – to be confirmed.

### **Disco**

Date for the next Disco is 10<sup>th</sup> July. Jenny Hossain and Pam Terry to organise.

### **Cinema Night**

Carla leading on a possible Cinema Night. Date of 3<sup>rd</sup> July suggested but will need to ask Mrs Nicholls if it would be better to hold it in the Summer or at Christmas.

A waiver may need to be signed by parents regarding PG/U film ratings.

### **Circus**

Date booked in for 26<sup>th</sup> June 2026 at a cost of £4k.

Suggested £10.00 tickets, possibly higher

Face painting /glitter tattoos would go well at this event.

### **Suggestions for use of FOSJ Funds**

A Buddy Bench.

Top Classrooms are still too hot – funding towards a possible solution?

### **Date for Next Meeting**

Suggested next date is to be arranged after Half Term, possibly 5<sup>th</sup> June