FOSLS - Friends of St Luke's Schoo

Registered Charity Number 1046465
Email: fosls@slf.sefton.school
Facebook: FOSLS – St Luke's Formby PTA

MEETING MINUTES

Wednesday 30th September 2026 • 6:00 p.m. • No6 Formby

1. Welcome & Apologies

2. Treasurer's Report & 2025/26 Academic Year Summary

3. FOSLS Banking

4. FOSLS Roles & Responsibilities

Responsibilities were discussed to help spread ownership of FOSLS activity across the committee.

Area	Lead / status
Cauliflower Cards	Further support/ownership requested.
Notice boards	Steph
Social media	Lauren Jones
Bucket Challenge	Owner/action to be confirmed.

5. Funding Requests from School

Mrs Allen reported that the storytelling garden had been a significant success, with continuous provision making a positive impact and receiving very good feedback.

- Den making poles and pegs for the forest school area- £60.85 including VAT) and (£18.40 including VAT).
- A coach for the choir to sing at the cathedral- £600 approximately
- Natural reed screening for the front of EYFS and Year 1– £450 for 50 metres
- A sensory room was discussed as a potential major fundraising focus for the year.

6. Annual Events Programme

The committee reviewed the proposed events programme across the academic year:

- Autumn/Winter: Bucket Challenge, Cauliflower Cards, Autumn Disco, Movie Night and Christmas Takeover Day.
- Spring: 100 pennies mufti, Valentine Disco, World Book Day and Easter Bingo.
- Summer: Summer Disco, Ice Lolly Sale, Sponsored Run and Mufti Day.

Autumn Disco- Thursday 15th October

The DJ had been secured. The disco would take place during the school day this year. Mufti was discussed, together with refreshments of one drink and a small treat. Six volunteers were still required. 1:30–2:15 p.m. for Key Stage 1 and 2:15–3:15 p.m. for Key Stage 2.

ACTION — Mrs Allen: Confirm the arrangements for Year 3.

ACTION — Lily: Confirm final event timings.

ACTION — Linda & Fran: Lead/support the Autumn Disco arrangements.

ACTION — Linda: Create what's app group to create

Movie Night- Friday 27th November

A 3:00 p.m. time was noted in the working notes, with Suzie and Linda referenced in relation to the arrangements. The final date still needed to be agreed with Wraparound.

ACTION — Mrs Allen: Confirm the Movie Night date with Wraparound.

ACTION — Suzie & Linda: Support the Movie Night arrangements, subject to final confirmation.

Christmas Takeover Day

The committee discussed making the day more special and less chaotic. The proposal was for Santa to visit each class for story time. "Elfridges" would replace the previous secret room: children would buy presents in the library, which would be decorated as a grotto. The committee agreed to invest in decorations that could be reused in future years. A reindeer had been secured for the full morning. Approximately 400 presents were required; 185 were already available, leaving 215 still to source.

ACTION — FOSLS Committee: Confirm the timetable for the day.

ACTION — Mrs Allen: Check with Alan the new caretaker to play the role of santa.

ACTION — FOSLS Committee: Request volunteers through the FOSLS group.

ACTION — Suzie: Order materials for the children's colouring activity.

ACTION — FOSLS Committee: Source the remaining 215 presents.

ACTION — Relevant volunteers: Complete DBS checks as soon as possible.

ACTION — Committee: Complete the required allergy training/course.

It was also noted that the GDPR Officer would be coming into school after Christmas.

Spring Disco

The committee would review how the Autumn Disco worked before finalising the Spring Disco. A quiet room should be available, and parents should be reminded that children may bring ear defenders.

World Book Day

The intention was to run the event in the same way as the previous year.

Easter Bingo

The event would broadly follow the previous format. The committee noted that the raffle had run for too long previously and should be streamlined. Prize sourcing should begin early.

ACTION — FOSLS Committee: Begin sourcing raffle prizes and review the raffle format/timing.

Summer Events

The committee discussed an ice cream van, the sponsored run and a possible refreshment stand at the school music concert. Mr Williams was supportive of the sponsored run, with the field/track at the back of school suggested as the route. Fran offered to take responsibility for refreshments at the music concert if it takes place on a Thursday or Friday during the summer.

ACTION — Terry: Explore sourcing an ice cream van for the summer.

ACTION — Theun: Confirm the proposed sponsored run details.

ACTION — Fran: Lead the refreshment stand if the music concert is held on a Thursday or Friday.

Additional Spring-Term Ideas

Gift Aid and inviting a sports person to give a talk were noted for further exploration.

ACTION — Terry: Explore whether a sports person could be invited to give a talk.

7. Fundraising Ideas

No additional fundraising ideas were raised at the meeting. Members were encouraged to contact FOSLS with suggestions as they arise.

8. Any Other Business

Event Payments

The committee discussed taking payment upfront for events. Benefits noted included saving administration time, reducing booking-related issues and giving a clearer indication of expected attendance.

£35 including Easter Bingo

£30 excluding Easter Bingo

2026/27 Fundraising Goal

A sensory room was discussed as a potential major fundraising goal for the year. A fundraising target of **£15,000** was noted.

Autumn Newsletter

The newsletter would include thank you for the anonymous donation for the elves and would communicate what FOSLS funding had been spent on.

AI & School Photography

The committee discussed the use of AI with school photography and recorded that children's images should not be used in AI. A response to Mrs Allen was noted as required.

ACTION — FOSLS Committee: Respond in writing to Mrs Allen regarding the position on AI and children's images.

School Photography Fundraising

The committee discussed whether a school photography company could attend and whether this could generate a fundraising return for FOSLS.

ACTION — FOSLS Committee: Explore school photography company options and any potential fundraising return.

Parent Communications

The committee recognised that parents were not always being told clearly what FOSLS was raising money for or what funds had achieved. It was agreed that communication should be more immediate after events, including the amount raised and where appropriate, what the money would support.

ACTION — Steph: Use the FOSLS notice board to improve visibility of fundraising activity and outcomes.

ACTION — Lauren: Use social media to communicate fundraising activity and outcomes.

ACTION — FOSLS Committee: Share a prompt post-event update with parents after each fundraiser.

Food Allergies

The Committee discussed how children with food allergies would be identified during FOSLS events. It was suggested that colour-coded wristbands could be used to help volunteers easily identify children with allergies. Mrs Allen advised that this approach would not be used due to data protection/GDPR considerations. Instead, the school will provide the Committee with the number of children with allergies in each class, together with the appropriate information required to manage this safely.

Committee members involved in events and the handling or distribution of food will also undertake the relevant allergy awareness training.

ACTION — School: to provide allergy information for each class. Relevant Committee members to complete allergy awareness training.

9. Date of Next Meeting

Wednesday 13 January 2027