

**FOSPS Committee Roles 2023/2024**  
**Voted in at the AGM on 06/12/23**

**Chair - Liz Turnbull**

Lead the committee  
Ensure it's run inline with the constitution  
Sets the dates for meetings  
Agendas and minutes (supported by the secretary)  
Delegates tasks as required  
Liaises with the school re. fundraising and strategy  
Ensures we're registered with the relevant organisations i.e. Charity Commission  
Risk assessments, general event H&S  
Can lead on larger events

**Assistant Chair - Nina Cawley**

Designated signatory on the bank  
Supports the chair as required  
Volunteer recruitment

**Treasurer - Kirsty Thompson**

Financial reporting  
Annual accounts  
Floats  
Liaison with the school business manager  
Stripe  
Square  
Google Benevity

**Banking**

Kirsty Thompson  
Nina Cawley  
Mark Nicholson-Howe

**Assistant Treasurer - Anni Cole**

Card readers and associated apps  
Moving floats around at events

**Communications - Jennifer Campbell-Gurry and Aysha Graham**

Social media: Facebook, Instagram  
Website updates

**Stores and Purchasing - Aysha Graham and Michela Iadarola**

Organise the shed  
Purchase supplies as required  
Pricing and signage

### **Catering Manager – Anni Cole**

Organises catering supplies for each event  
Ensures we're complying with food safety regs

### **Sponsorships, Raffles & Grants – Rachel and Philippa (sponsorship aspect TBA)**

Identifies fundraising opportunities  
Speaks to local businesses regarding event sponsorship  
Reaches out to local businesses for prizes  
Coordinating selling tickets and distributing prizes  
Could include lottery or school 100 club

### **Sponsorships (Governor Support)**

Research and apply for grants such as larger projects

### **Marketing – TO RECRUIT**

Flyers, posters, ads

### **Secretary – TO RECRUIT**

Organises meetings with the chair  
Takes minutes  
Comms with the school – regular ParentMails  
Newsletters  
Reminders about events  
Website management

### **Event Leads**

Different members of the committee to lead on events i.e. disco, quiz, colour run etc

### **Misc**

BBQ gang, gas, lighting, speakers: Mark Nicholson-Howe  
Class fundraising – Holly Burton  
Licenses – Jennifer Campbell-Gurry  
Leavers hoodies – Y6 parent (not specifically a FOSPS role)

### **Stalls – regular volunteers/committee members to take on:**

Popcorn  
Tea, coffee, cakes  
BBQ  
Bar  
Glow  
Chocolate tombola  
Tickets/event registration