

Friends of Beacon Academy (FoBA)

Minutes of Meeting	
Meeting Date and Time	Thu, 3 Sept 2015
Meeting Location	Senior Library
Meeting Organizer	FoBA Committee
Minutes Drafted Date and Time	3 Sept 8.30am
Meeting Chair	Mr Cam, Mrs Jenny
Meeting Title	Organising FoBA Family Picnic
Attendees	Apologies
Mr Aswin, Mrs Jenny, Mrs Shilpa, Ms Shaveen, Mrs Smita, Ms Sonal, Ms Tary, Mr Cam, Miss Novia,	
Brief Description / Agenda	
Update from previous minutes: Website page established, link to be shared Bank account and security of funds – confirmed in principle FoBA email account - created Meeting room and storage – still to be confirmed Welcoming event – the FoBA Family Picnic.	

Discussion and action items

Item	Action	Who	By when
Minutes from previous	As noted above	Cam	na
Welcoming event – the FoBA Family Picnic.	Planning and discussion for welcoming event: Name confirmed – FoBA Family Picnic Arrangements:		
	Name tags for students to make for parents	Novia	
	Banners - 4 Banners designed and printed	Cam	
	Communication to parents (Jenny to draft, Cam to send from FoBA email account)	Jenny & Cam	
	Preparation from students – welcome teams, name tags, pick-a-trick ice-breakers	Cam, and homeroom teachers	
	Sandwich station – children can make their won sandwiches. Parents to provide equipment, materials and guidance. Tables and chairs for sandwich making	Cam, and school logistics team	
	‘No phones’ initiative – children to issue tickets to parents who use their phones during this social event. Tickets will request a donation of any amount to FoBA upon leaving. Need printed tickets	Novia	
	Sound system for playing music required	Cam, and	

		school logistics team	
	Parents expected to bring: Picnic toys and games (Frisbee, balls etc) Picnic mat Light snacks Utensils, plates etc Waste – parents urged to not use packaged goods. No bins provided for rubbish – parents to carry what they use.		
	Front gate: Tables and chairs for front desk/gate Donations box	Cam and Novia	