

FOSS Minutes

Stanford in the Vale Primary School Teams Meeting Monday 22nd May 2023 8pm

Attendees:

Karin Williams-Cuss, Amanda Willis, Emma Payne, Jess Clark, Nev Williams, Linzi Esplin, Rachael Wilkinson, Lucy Condor

Apologies:

Graham Parker, Wendy Williams.

	Item / Action	
1	<u>Review of previous Minutes and Actions</u> Minutes from previous meeting Wednesday 26th April 2023 were approved.	
2	<u>Declaration of AOB</u> There was no other business from the previous meeting.	
3 RW	<u>Treasurers Report / update</u> No change from minutes dated Wednesday 26th April 2023.	

4

Review of previous months events / Queries

School Disco

Friday 19th April 2023

Refined Times:

KS1: 5.15 - 6.15 / KS2: 6.30 - 7.30

Money raised: TBC

The Disco was one again a success, with both the ban on mobile phones & the refined time of 1 hour for KS2 working better. There was less mess overall & the KS2 pupils did not gather outside the school once they got bored, something that happened with the extra half hour of the previous timings.

The food & drink amounts for the night were pretty much spot on, with very little left over at the end. The one thing that we could have sold a lot more of was popcorn, should we get more next time? KWC & GP did a stock take after the Disco, so we know what we've got to carry forward to the School Summer Fete.

The DJ, (Martin Long - MGL Disco), made the night enjoyable for the children and the cost was £250. It was intimated that the other DJ, Darren, is cheaper at £150? If we do want to maximise profits is it worth going with Darren more often than not?

5

Upcoming / Future Events

School Summer Fete

Saturday 10th June 2023

Friday 9th June

Volunteers required to help sort out the raffle prizes and donated teddies. The teddies will be sorted into small, medium and large, with coloured tickets used to denote which size teddy you win. Karin will ask Di if she can help with this. Also, the cakes for the School Governors Stall need to be priced up.

Em & Mr Rhodes will put up the bunting etc.

Saturday 10th June

Start set up: 10am

Start clean up: 5pm

Lucy will canvas for volunteers to help set up / clear up on the day, Nev has booked the Tens Licence.

BBQ

Neil Mantle has confirmed we can borrow the fridge & Scouts BBQ, he will liaise with Dave to get them over. Em will ask Dave about the gas. Graham, Nev & possibly Tom Viggars will run the BBQ, a couple more volunteers would help.

Stock wise, and taking into consideration the Village Festival in July, we have enough napkins, brown sauce & mustard, and we also have 200 sausages. So stock order required is:

4 x Bags frozen onions

2 x Cheese slices

2 x Large ketchup

300 sausages + rolls / 150 Burgers + baps

Tea & Coffee for Governors stall

200 ice pops - Linzi will sort.

5

Upcoming / Future Events Cont

School Summer Fete Saturday 10th June 2023

Bar

We have a few things, beer etc, but needs fully stocking. Karin has got 400 plastic glasses & Judes shopping list from last year, which should help with stock level requirements for the day. Volunteers required to run it, Neil Mantle, Dave Rhodes and Andy potentially.

David Bailey has agreed to supply the sound system, hay bales need confirming. Karin has the price list for the stalls.

A Check of both BBQ & Bar stock to be carried out post Summer fete.

Stalls

Jess has done a class stalls rota which she has sent to Em to forward to the class reps, names are coming in.

A float amount for each stall is to be decided. Rachael has a breakdown of last years float amount which was £650 in total, split between the stalls. Each stall will have its starting float recorded so we know the profit that each one makes. Jess will look to collect money regularly during the day, keeping a running total for each stall.

Yr 1: Pot of Gold

Yr 2: Wine & Water

Fill & wrap bottles. There should be enough wine for this now the post school disco stock check has been done.

Yr 3: Barrel of Booze

More booze required

Yr 4: Face Painting / Tattoos

Yr 5: Tombola

Donations asked for through newsletters via ParentMail, another will be sent. KWC to talk to Di about ticketing items.

Yr 6: Raffle - Announce 1st / 2nd / 3rd prizes over the tannoy.

Foundation

Sports, if not being handled by TA Sports on the day.

Sweet Shack - 50p bags, the people that run keep the money as they supply the the sweets & float.

Lucky Dip - Only about 10 items at the moment, may need to order some items to bulk it out.

Name a Teddy - Pick one of the best teddy's as the prize, Em will create the naming sheet.

Sweets in a Jar - Get from sweet Shack, Jess will source the jar.

Cake Stall - Governors will run the stall, cake donations required

A Fire Engine will be there on the day as well, baring any call outs. The 2nd Hand uniform stall would need to be moved to allow a clear route out should that happen.

Upcoming / Future Events Cont**School Summer Fete**
Saturday 10th June 2023**Arena Events**

Maypole Dance, Dance Club, Year 5 Guitars, Choir, Gym Club, Cheerleading & Tug o' War.

Stocks - Amanda has sent out the stocks rota to boost morale amongst the staff.

Amanda will send out a request for parents to volunteer their services to help out, hour & half hour slots. Paper Plates will be sent home with the children on 26th May, with a ParentMail reminder to be posted on 6th June.

Raffle Prize Donations

Thirteen prizes from various businesses have already been secured. Lucy is still waiting to hear back from a couple of places, and is hoping for fifteen in total.

School Sports Day
Friday 30th June 2023

Amanda Willis has ordered the medals. Linzi will top up the ice pop stock from the summer Fete if required. Tea, coffee & squash will be available on the day, cakes would have to be provided. Karin will ask her mum if she is up for making some cakes, as she did last year.

Village Summer Festival
Saturday 1st / Sunday 2nd July 2023**Bags to School**
Thursday 6th / Friday 7th July 2023

Linzi will put up posters & advertise with Em's help. Do we need to book in our slots for Bags to School next year? Em & Linzi will look into another company that may offer a better price.

Year 6 Performances
Monday 17th / Tuesday 18th July 2023
6pm

Refreshments will be covered by whatever is left over from the School & Village Fete's - hot dogs, sweets, ice pops. To be served before the start at 5.30pm & in the interval, approx 6.15 - 6.30pm.

Stanford in the Vale Primary School
150th Anniversary
Thursday 20th July 2023 ~ 2 - 4pm

Amanda Willis is organising a celebration for the Schools 150th Anniversary, with the History Society coming to do a display about the school. Children, parents, grandparents, ex-pupils, ex-parents etc will all be invited to come along and enjoy the day.

Karin will talk to somebody about supplying scones, jam & cream for the day. This would also be a good opportunity to say goodbye to Mrs Dharmasiri.

6	<p><u>Request for funding</u></p> <p><u>Amanda Willis</u> School council have gone through all the outdoor playtime equipment for the school & have come up with a list of things that need replacing:</p> <p>Scooter boards, skipping ropes, tennis rackets & balls, assorted size balls, plastic balls for the scoops and another tunnel.</p> <p>Cost - £500</p> <p>Request for funding was approved.</p>	
7	<p><u>Previous Actions</u></p>	
A1	<p style="text-align: center;"><u>Liability Certificate</u></p> <p>Was / has the liability certificate situation been clarified with respect to School Discos? Has the Disco got their own liability insurance?</p>	Ongoing
A2	<p style="text-align: center;"><u>FOSS Facebook Page</u></p> <p>With Lucy having volunteered to fill the Facebook Admin role to get information out more effectively, It was suggested that any info should also be sent to the class reps so that they can forward it to their relevant peer groups. Short of finding a volunteer with the time to disseminate any new information, could Lucy do it? An update required to see how this is going.</p>	Ongoing
A3	<p style="text-align: center;"><u>Best ways of paying for FOSS events</u></p> <p>Rachael Wilkinson has tested the QR code (BOPP) system and it seemed to work ok. When making a purchase, the Payee enters their email address so that they can receive a receipt and are contactable, should there be any issues.</p>	Closed
A4	<p style="text-align: center;"><u>Recruitment</u></p> <p>It was suggested that to help with the FOSS recruitment drive, a FOSS committee member, possibly Graham, could stand up & speak to the audience at the sharing assembly 26th May @ 2.15 - 3pm.</p>	
8	<p><u>AOB</u></p> <p>Jess asked about Christmas cards, as there is no Di to do it this year. Rachael will ask Bampton school & Wendy will ask Shellingford and Uffington who they use for their Christmas cards.</p>	Nxt Mtg
9	<p style="text-align: center;"><u>Date for next meeting</u></p> <p style="text-align: center;">Teams Meeting - Wednesday 5th July @ 8pm</p>	