

## Friends of Stanford School Committee Meeting

Tuesday 17<sup>th</sup> September 2019

Present: Amanda Willis, Karin Williams-Cuss, Pippa Clark, Diane Kirkman, Amy Bignall, Ali Viggars, Lee Browning, Vicky Maunder

Apologies: Katie Tidy and Sarah Pitts

[Please note new FOSS email address: [fossbox01@gmail.com](mailto:fossbox01@gmail.com)]

	Item/Action	Who?	When
1.	<p><u>TREASURER UPDATE</u> Fete took £3112 with a profit so far of £2948. There are still a couple of outstanding expenses to be paid. A rough breakdown of takings per stall has been recorded to be reviewed when planning for 2020.</p> <p>Bag to school took £244.40 – continue to advertise to the community</p> <p>Year 6 Leavers play – took £902.20 – after float, licence and expenses, profit of approx. £656.</p> <p>Fairy trail profit £100</p> <p>Running total for year £10,164 with profit of £9,886</p> <p>FOSS bank account currently just over £17,000. Need to retain a buffer of at least £4000 to cover any poor years of fundraising and to also continue to pay for IT. There are also a couple of big events this coming academic year such as the Mistletoe Ball and the Circus</p>	AB	-
	<p>Suggested by AB that some of the money be transferred to an instant access savings account to make interest and to act as a “rainy day “fund. AB to get some information on interest rates and options.</p>	AB	NEXT MTG

	<p>AB is in contact with DW regarding auditing of the FOSS accounts.</p> <p>Dormant account still has not been transferred</p> <p>AV/PC need to become signatories on FOSS account. Need to complete forms and submit to HSBC</p>	<p>AB</p> <p>AB</p> <p>AV/PC</p>	<p>NEXT MTG</p>
2.	<p><u>Previous Minutes</u> The previous meeting minutes for 10/07/19 were approved.</p>		
3.	<p><u>Requests from school</u> AW requested some items for school: - number counters 2 x £66 - Light Tray £50 FOSS agreed to fund</p> <p>Bird tables still need to be bought for Forest School – LB to arrange</p>	<p>AW</p> <p>LB</p>	<p>NEXT MTG</p> <p>NEXT MTG</p>
4.	<p><u>FOSS AGM</u> Date set for Tuesday 12<sup>th</sup> November 2019 to be held at school 7.30pm. DK to do a poster PC has drafted a form for people to complete to express interest in helping at events but not be on the committee. FOSS email address to be added. AV to set up new gmail account for FOSS to also be used for file sharing.</p>	<p>DK</p> <p>PC</p> <p>AV</p>	<p>12/11/19</p> <p>12/11/19</p> <p>ASAP</p>
5.	<p><u>UPCOMING EVENTS</u></p> <p>School Disco 18/10/19 – GH has agreed to take over selling Disco Tickets. -LB to talk confirm if different DJ is available for the upcoming year. -Updated liability insurance still needs to be checked. - Restock required for first Disco, DK offered to buy stock.</p>		<p>18/10/19</p>

<p>- PC to get bar licence -agreed will still do finger lights and slap bands.</p> <p>FOSS key dates/save the date was sent out in the Newsletter at the end of the summer term.</p> <p>100 club – MB is running the 100 club again this year. Parentmail and flyers have been sent out. Deadline is 4<sup>th</sup> October – last year 77 numbers were sold. Hope to get more this year.</p> <p>Christmas Cards – DK has discussed this year's cards with KA. Orders to be in by 17/10/19.</p> <p>Bags to school 23/10/19 – open to whole community again.</p> <p>Mistletoe Ball – KWC gave an update on the plans so far.</p> <ul style="list-style-type: none"> <li>- Both halls at the village hall have been booked.</li> <li>- Capacity for 56 couples at a price of £50 per couple or £25 for a single ticket.</li> <li>- Dirty Deeds have kindly agreed to play at no cost to FOSS. Deck will also be used to provide music.</li> <li>- Bar to be run by FOSS volunteers – gin, prosecco, cider/beer.</li> <li>- Suggested menu – glass of fizz on arrival, canapes as starter, hog roast (plus veg option), brownies/ice cream</li> <li>- LB agreed to investigate menu options</li> <li>- Approx. outlay £1500, approx. profit £1300 plus monies made on bar and raffle.</li> <li>- Timbmet have kindly agreed to supply wood for platters</li> <li>- Glasses provided by football club</li> <li>- Tickets – pay deposit of £25 by 25/10/19 then balance by 15/11/19.</li> <li>- Need to be aware of allergies/dietary requirements</li> <li>- Need to send out letters for raffle prizes.</li> </ul> <p>Quiz night – possible date Saturday 28<sup>th</sup> March. Need to check with LB regarding catering, suggested Chilli Bowl would be an easy option</p>	<p>PC</p> <p>DK</p> <p>AW</p> <p>KWC</p> <p>LB</p> <p>KWC/DK</p> <p>ALL</p>	<p>18/10/19</p> <p>-</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p>
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	Circus – 20 <sup>th</sup> May 2020 – info will be sent by Happys Circus will be in contact with AV at the end of November	AV	
6.	<p><u>IDEAS FOR FUTURE EVENTS</u></p> <ul style="list-style-type: none"> <li>• Recycling money boxes to be filled with loose change</li> <li>• Summer Holiday trail</li> <li>• Afternoon tea</li> <li>• Colour run or bubble run – KWC to speak to SJ to see if this is feasible at Football club.</li> <li>• Crayola pen recycling – AB to register school and speak to ED (ECO club)</li> <li>• Collection box at Coop – KT to investigate</li> <li>• Reapply to Tesco/Waitrose for fundraising tokens.</li> </ul>	<p>KWC</p> <p>AB</p> <p>KT</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p>
7.	<p>Resignations from FOSS</p> <p>EH and VS have decided to stand down from FOSS. The committee members would like to formally thank them both for all their hard work over the past years and their commitment to raising much needed funds for the school.</p> <p>Need to recruit new members at the start of Term 1 and encourage attendance at the AGM</p>	<p>-</p> <p>ALL</p>	<p>NEXT MTG</p>
8.	<p><u>AOB</u></p> <p>Easyfundraising – PC has set this up. Info to go out via parentmail and newsletter. PC also asked if link could be added to website.</p> <p>Fareshare – charity tackling food waste and hunger. Surplus food such as bread is donated/redistributed. Waitrose is one such company that is part of the scheme and could supply to school. KWC to obtain more details.</p> <p>FOSS Box – AV/PC to put together all FOSS information into folders/boxes. Google drive could be used to store all templates centrally.</p>	<p>PC</p> <p>KWC</p> <p>AV/PC</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p>

	DK asked if everyone happy if FOSS newsletter went out mid-term instead of at end of term. All agreed this was a good idea.	DK	NEXT MTG
9.	<u>Date for Next Meeting</u> The next FOSS committee meeting will be the AGM held at school on 12 <sup>th</sup> November 2019	ALL	12/11/2019