

Friends of Stanford School

Meeting Minutes Tuesday 7th September 2021 via Zoom due to ongoing COVID restrictions

Present: Diane Kirkman, Ali Viggars, Karin Williams-Cuss, Rachel Green, Amanda Mathews, Emma Payne, Jessica Clark, Amanda Willis, Emma Dearlove, Linzi Esplin

Apologies: Pippa Clark

	Item / Action
1.	<p><u>Treasurer Update:</u></p> <ul style="list-style-type: none">• RG provided a summary of monies in and out for the academic year. The balance as of September 2020 was approx. £13,694 and final balance 31st August 2021 £11,473.68. A full report will be provided at the AGM.• RG has previously communicated that in order to change bank accounts, 2 existing signatories are required to attend. DK and AV to arrange to go to Barclays in Oxford on a Thursday. Four people can be added as signatories when the account is opened.• Minimum balance – discussion over the minimum that should be kept available in the account. £6,500 is enough to cover costs and commitments including the IT budget which is £4000 annually. Discussed lowering the amount paid for IT, however, this year, we have enough money to pay even if we do not do any fundraising. Agreed to leave as is and review next year.
2.	<p><u>Approval for previous minutes:</u> Minutes from FOSS meeting 17th June 2021 were approved.</p>
3.	<p><u>Review of previous months events</u></p> <ul style="list-style-type: none">• Bags to School in July 2021 – £289.50 raised. Dates already booked for this academic year• 5p bottles – great success – £357.31 raised. Thank you to RG for counting it all.• End of Term disco – raised £168. The format of class discos worked well over the year.• Stikins name labels – so far £88 commission raised. This is an ongoing fundraiser, Stikins will pay the commission in November each year.
4.	<p><u>Future Planned Events/Revised Calendar for academic year</u></p> <ul style="list-style-type: none">• Summer Raffle<ul style="list-style-type: none">- Draw will take place on Sunday 19th September outside the school at 4pm to coincide with the end of the car boot trail. AV, JC, KWC, AM agreed to do this and document the Draw and winners.- AM has contact approx. 70 businesses, due to COVID a lot of businesses are not in the position to supply raffle prizes this year. Many local business have offered. AM to contact Co-Op, KWC to contact skip hire and AV to contact local garage.- Parentmail reminder to be sent – KWC has offered to do this.• Car Boot Trail<ul style="list-style-type: none">- ED to add poster to village and local fb sites. Deadline Wed 15th September to be added to map. DK and EP have kindly volunteered to do map and packs for people.• End of term disco/non-uniform – OCC are recommending to not rush into holding events in school such as discos. AW agreed that could run a disco during day for KS1 and then KS2 in the hall. FOSS to supply sweets. Next one will be Friday 22nd October 2021. Non- uniform and children pay £1.

	<ul style="list-style-type: none"> • School Apple Juice – we have missed date for apples and would have been difficult due to COVID restrictions. Postpone until next year as fundraising event • Christmas Event – KWC and AV contact ice rink companies for a quote but did not get a great response. One quote was for at least £3000. Decide that too risky to have this at the Christmas event this year but proceed with a Christmas fayre. <ul style="list-style-type: none"> - Agreed date of Friday 26th November. Stall holders from 4pm, start at 5pm – 9pm. Held on KS2 playground and car park. £10 per stall and people would need to bring own gazebos/fairy lights. - FOSS could do mulled wine, hot dogs/burgers and mince pies – TENS licence required. Contact LB to see if he would be willing to provide and do the food. - Children could create items to sell on a school stall. - Santa’s Grotto – need to invite a Santa. AV to look into selling tickets via PTA Events. Can these be for a time with ages of children? - Could be advertised on local FB sites – AM to look into site where local arts/crafters use to advertise. - AW to measure space to see how many stalls we could have. • Tesco Blue tokens – decide to apply and could be used to buy new iPads. AV to look into providing wording. • Scholastic Book Fair – on hold, need to investigate details • AGM Meeting date – decided to hold on Wednesday 13th October 2021. AV to prepare notification letter and posters to go out on ParentMail, fb groups and noticeboards and in the village newsletter. • 100 club – needs to be set up again for this year. AW/EP to send out letter via ParentMail. JC previously volunteered to take over and will discuss with MB who previously ran it. • Sponsored new year run 2022 – on hold, to be discussed. • Virtual Balloon Race – postpone until next year as a fundraising event.
5.	<p><u>Funding Requests</u></p> <ul style="list-style-type: none"> • Hockey Sticks – approx.£180 • Books that link with white rose maths, 30 rekenreks, teaching aids for aural health – approx.£700 in total • 3 x Gazebos to replace the school ones – approx.£400-3500 <p>All above funding requests have been approved by the committee.</p>
6.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • DK has decided to step down from the role of chair at the AGM. A huge tank you to DK for everything that she has done over the last few years. AV/PC are also going to be stepping down as joint secretary. Need to let people know that these positions are available on the committee. Formal thanks to be given at the AGM. RG would like to step down as Treasurer if replacement can be found. • Class reps – LE to contact all class reps to see if they are happy to carry on for another year.
7.	<p><u>Dates for next meetings</u></p> <ul style="list-style-type: none"> • AGM followed by FOSS committee meeting – Wednesday 13th October 2021

Actions from previous meetings

Treasurer Actions

Action 1 – RG	Open new account with Barclays, Debit Card Application & signatories — will be done when account can be opened . Update 17/06/21 –RG needs to go to a branch in Oxford to be able to open an account and needs two named signatories to do it. AV and DK to go. ongoing 07/09/21
Action 2 – RG	Review and discuss baseline budget – decided account is fine as it is and will review next year. 07/09/21 – closed.

General Actions

Action 1 – DK	FOSS noticeboard and banner update – everything has been removed from noticeboard as parents are currently not entering the playground. DK will look into a banner when next big events take place. This will be reviewed once parents are allowed back into the playground. Update 17/06/21 – DK has looked into getting banners printed and is waiting on design and cost confirmation before going ahead. Update 07/09/21 – Banners have been purchased and looked really good. Just need cable ties for fixing them up – ED offered to supply some. Notice board ongoing. ongoing 07/09/21
Action 2 – PC	Still need to obtain copy of liability certificate for Disco once Discos can restart in school. ongoing 07/09/21
Action 3 – AV	Send AW info about improving FOSS page on school website. AW will then be contacting the individual who is responsible for contact to discuss and pass on contact details. ongoing 07/09/21
Action 4 – JC	Find out more details from KW about the printing press idea – JC has spoken to KW at school. Printer is a sublimation printer from megauk.com. One of cost for printer approx. £800. Cost for printing onto a mug approx.50p. The raw materials need to be purchased however, there would be a profit in mugs etc. could buy plain mugs for £1. Materials do not have to be purchased from the print company. The printer is portable and could be moved around on a trolley. JC is going to look into costings more to get prices for ink and look into warranty. Update 07/09/21 – FOSS committee have approved the purchase of the printer. JC to speak to KW to find best price and warranty. AW confirmed that easier for the school to purchase directly and for FOSS to then transfer funds. ongoing 07/09/21
Action 5 – AW/AV	Tesco blue tokens – is there a specific item that the school need that FOSS could fundraise for. Update 17/06/21 – No suggestions from staff,

	however, could use this for fundraising to buy the sublimation printer. Update 07/09/21 – decided to apply to fundraise for new iPads. AV to look at wording. ongoing 07/09/21
Action 6 – ED	Update car boot trail poster with new date – Sunday 19th September 12pm – 4pm. Send to be included in village newsletter. Closed 07/09/21
Action 7 – AV	Send remind about 5p bottles. Closed 07/09/21
Action 8 - KWC	KWC to do posters for Summer Raffle. Closed 07/09/21
Action 9 - AM	AM to call/email businesses for raffle prizes – update 07/09/21 AM has contacted approx. 70 businesses and is gathering together the prizes. ongoing 07/09/21
Action 10 – AV	Circulate Stikins leaflet image for class Facebook pages and send reminders over the school holidays. Update 07/09/21 – this has been done, AV to confirm if Stikins will do BACS transfer rather than cheque. ongoing 07/09/21

New Actions (From Most Recent Meeting)

General Actions

Action 1 – AM/KWC/AV	Confirm final raffle prizes and send ParentMail remainder.
Action 2 – DK/EP	Finalise and produce map/packs for car boot trail
Action 3 – DK	Sweets for end of term disco on 22 nd October
Action 4 – AV/AW/AM	Christmas Event – AW to measure playground to see how many stalls we could have. AV to check whether PTA-Events could be used to sell Santa’s Grotto tickets. AM to review local craft Facebook groups.
Action 5 - AV	Wording/application for Tesco Blue tokens to buy iPads
Action 6 – JC/AW/EP	100 Club registration letter to be sent to parents via ParentMail. JC to set up/speak to MB who has previously run it.
Action 7 – AV/RG	AV to do letter for ParentMail for notice of AGM, posters for distribution on fb groups and WhatsApp to class reps. Notice for village newsletter. RG offered to do a PowerPoint slide for the class meet and greets.
Action 8 - LE	Contact Class Reps to see if willing to carry on for another year.