

Friends of Stanford School

Meeting Minutes Wednesday 17th June 2020 via Zoom

Present: Ali Viggars, Pippa Clark, Diane Kirkman, Emma Payne, Amy Bignell, Linzi Esplin, Jessica Clark
Amanda Willis, Rachel Green

Apologies: Lee Browning, Karin Williams-Cuss, Amanda Mathews, Katie Tidy

Add thank you to AB and LB

	Item / Action
1.	<p><u>Treasurer Update:</u></p> <ul style="list-style-type: none">• Signatories on FOSS bank account – form has been completed and handed to bank; DK has also been included. AB to confirm if bank have actioned – still ongoing as AB unable to go to bank during COVID-19 lockdown.• Savings account – this has not been looked into any further and is on hold due to the COVID-19 pandemic.• AB has confirmed that there is currently approx £13,000 in the FOSS account. We will have lost 2 terms worth of fundraising, and in particular from the school fete which is the biggest fundraising event. May not be a good idea to proceed with a savings account at this stage.• Debit card application – AB to confirm but has not been able to go to a bank due to COVID-19 lockdown.• RG had volunteered to take over as treasurer at the next AGM – thank you RG.
2.	<p><u>Approval for previous minutes:</u> Minutes from FOSS meeting 26th February 2020 were approved.</p>
3.	<p><u>Review of previous months events</u></p> <p><u>Quiz night</u> This event was cancelled due to COVID-19.</p> <p><u>Easter Egg Trail</u> Thanks to VM and AW for organising the Easter Egg trail. This was not run as a fundraiser due to COVID-19, however, it was thought that it would still be a nice thing to do for the children whilst in lockdown.</p>
4.	<p><u>Future Planned Events</u></p> <p><u>Bags to School – Friday 10th July 2020</u> DK asked AW if a Bags to School collection can still go ahead. AW confirmed it can but that there can only be one drop off time and it will need to be outside at a specific time in a marked area. Suggested 6am – 8.30am for pick up to avoid the staggered times the children are being dropped off. Dates for next year have been booked in by DK.</p> <p><u>Circus</u> Due to COVID-19 the circus was postponed to Wednesday 23rd September 2020. However, as the pandemic progressed, AV raised concerns over having the event in September, particularly as the new format that Happy's Circus were suggesting was complicated in terms</p>

	<p>of social distancing and ticket sales. It was also felt that September was too close to the possible start of term and therefore the committee decided to postpone again until 2021. A date of Thursday April 22nd 2021 has been confirmed.</p> <p>Refunds have been processed from the PTA Events website. The floats from the coffee shop and the school office have been collected and are to be returned to AB to pay into FOSS account. AV has cash refunds for those tickets purchased at the coffee shop and the office. Parentmail has been sent out to inform parents to contact FOSS for refund.</p>
5.	<p><u>Funding Requests</u></p> <ul style="list-style-type: none"> • Due to COVID-19 there were no new requested for funding. • DK put together a list of items that FOSS has funded over the last year: <ul style="list-style-type: none"> ○ Sports Medals £210 ○ PGL Bus £310 but we started paying for bedding too, at an additional cost of £300-400. so will be £700 approx in total ○ Class Xmas Presents - £50 per class = £350 ○ IT Equipment £4000 per academic year ○ Easter Eggs = £70.00 ○ Candy Floss for Stanfords Got Talent contestants = £25.60 ○ At the FOSS meeting after the last AGM we also agreed to pay £100 per class towards their trips • AB raised that going forward we need to review every request individually due to the potential decrease in fundraising revenue
5.	<p><u>Ongoing actions from previous meeting</u></p> <p>SumUp machine – to be reviewed next academic year.</p> <p>FOSS banner – update required from LB, to be reviewed next academic year.</p> <p>Fairshare– update required from KWC, to be reviewed next academic year.</p> <p>Climbing wall for sports week – not going ahead due to COVID-19.</p>
6.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • 100 club – PC offered to ask MB if she is happy to run the 100 club again for the next academic year. EP will be able to set up again. • Need to set date for AGM – suggested Term 2. Date needs to be fixed. <p><u>Review of events for 2020/2021</u></p> <ul style="list-style-type: none"> • Discussed events and possible dates for next academic year. This document is attached to the minutes. • Decision made that Disco in Term 1 would not go ahead due to uncertainty over school reopening and COVID-19. Still need to confirm liability insurance from Disco. First school disco could go ahead Friday 26th February and then 21st May • Christmas Hampers could still go ahead even if the nativity plays do not, however, they would need to be stored at school. • Easter Egg trail – 28th March – 23rd April 2020. LE has offered to organise. • Adult Quiz Night – to be reviewed whether to hold this event • Village Festival – Dates to be confirmed • School Fete – provisional date 10th July. Ideally, want to avoid the same date as the annual scout camp. DK to contact ML who organises the camp.

7.	Dates for next meeting Next meeting date TBC in the next academic year.
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Actions from previous meeting 26.02.2020

Treasurer Actions

Action 1 - AB	Savings Account update – on hold 17/06/2020
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General Actions

Action 1 – KWC	SumUp contactless payment machine. Get further details for registration – ongoing – 17/06/2020
Action 2 – DK	FOSS noticeboard and banner update – 26/02/2020 Update– notice board complete, LB waiting to hear back from supplier re banner. Ongoing 17/06/2020
Action 3 – KWC	Fairshare update Ongoing 17/06/2020
Action 4 – AV	Give AB admin access to PTA-events website – completed 17/06/2020
Action 5 – LB	Food for Quiz Night on Saturday 28 th March 2020 – not required, event cancelled
Action 6 – PC	Bar license for Quiz Night 28/02/2020 – license was applied for and paid by AV. Event cancelled due to COVID-19. Refund not given however, can withdraw application so that it doesn't count towards number applied for
Action 7 – PC	Ticket sales list to office for quiz night – not required, event cancelled
Action 8 – DK	Restock wine and refreshments for Quiz night (stock list has been updated since disco on 07/02/2020 and is on google drive). Extra wine for winning team – not required, event cancelled
Action 6 – KWC	Look into getting small trophy for winning quiz team – not required, event cancelled
Action 7 – KT	Look into prizes for Easter Egg Trail – ask Coop for egg, approach businesses for a voucher – not required, event went ahead but without payment for entry or prizes
Action 8 – KWC	Update Circus advert in Parish Newsletter – not required, event cancelled
Action 9 – AV	Advertising for Circus program -email letters to local businesses and start compiling content. On hold until 2021

Action 10 – AV/PC	Add Circus promotional video to Facebook page and to local groups – on hold until 2021
Action 11 – KT	Ask for parent help with putting Circus program together – KT had found a parent who offered to put program together. This is now on hold until 2021 .
Action 12 – LB	BBQ for Circus – on hold until 2021
Action 13 – KWC	SumUp contactless payment machine. Get further details for registration – ongoing – 17/06/2020
Action 14 – KWC	Fairshare update - Ongoing 26/02/2020
Action 15 – AW	Funding request for climbing wall – further details to be provided to the committee – not required, sports week cancelled.

New Actions (From FOSS Meeting 17th June 2020)

Treasurer Actions

Action 1 – AB	Confirm if bank have actioned addition of signatories to HSBC FOSS account
Action 2 – AB	Debit Card Application
Action 3 – AB	Prepare accounts for DW to audit.
Action 4 – AB	Money from Easyfundraising – AB to confirm money is going into FOSS account.

General Actions

Action 1 - DK	Confirm bags to school pick up times and send out posters.
Action 2 - ALL	Confirm date for AGM in Term 2
Action 3 - PC	Contact MB to see if happy to set up and run 100 club again for 2020/2021
Action 4 – To be assigned	Still need to obtain liability certificate for Disco