

## FOSS Minutes

Stanford in the Vale Primary School / zoom  
Wednesday 12<sup>th</sup> January 2022  
8pm

### **Attendees:**

Amanda Willis, Ali Viggars, Linzi Esplin, Nev Williams, Rachael Wilkinson, Graham Parker, Lucy Condor, Jude Ponting, Emma Payne

### **Apologies:**

Emma Dearlove, Amanda Mathews, Karin Williams-Cuss, Jess Clark, Jo Martin

	<b>Item / Action</b>	
<b>1</b>	<b><u>Review of previous Minutes and Actions</u></b>  Minutes from previous meeting were approved.	
<b>2</b>	<b><u>Declaration of AOB</u></b>  Charity Commission Names: Total of 16? Need 12 (?) for Charity Commission - Chair + Secretary and 10 others.  Use of Sum-Up machine and fees: Look at putting up prices overall, (Card + Cash), or absorb fee? Absorbing the fee works out at 4p per transaction. Jude Ponting has said she will look into the profit / loss on this with her husband Dave.	<b>Next Mtg</b>  <b>Next Mtg</b>
<b>3</b>	<b><u>Treasurers Report / update</u></b>  Discuss new signatories - X2 signatories required.  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. Update 13/10/21 - Barclays are only taking on new accounts rather than charities wishing to switch. Look into alternatives - TSB and Nationwide or at least apply for debit card for HSBC. Ongoing 12/01/22.	<b>Next Mtg</b>  <b>Next Mtg</b>
<b>4</b>	<b><u>Appoint new Chair of FOSS</u></b>  Pete Forth Has been declared as the new chair of FOSS.	

5	<p><b><u>Review of previous months events / Queries</u></b></p> <p>Christmas Fayre - This was a success but probably needs to be shorter this year. Would it be better to hold the Fayre in November?</p> <p>Christmas Hampers / Raffle - This was also a success, the hampers were particularly well received.</p>	
6	<p><b><u>Upcoming / Future Events</u></b></p> <p>a</p> <p style="text-align: center;"><b><u>Stanfords got Talent</u></b> Tuesday 25th January 2022</p> <p>Bar prices:</p> <p style="padding-left: 40px;">175ml wine - £2.50 Can lager - £2.00 Can pop - £1.00</p> <p>Arrive at 17:00 to set up, Stanfords got Talent to start at 18:00. Bar stock check to be carried out after event has finished.</p> <p>b</p> <p style="text-align: center;"><b><u>Sponsored New Year run</u></b></p> <p>To be held when its warmer spring / summer 2022. Possible ideas to be discussed at the next meeting - colour run / bubble run?</p> <p>c</p> <p style="text-align: center;"><b><u>The Queens Platinum Jubilee</u></b> Friday 27th May 2022</p> <p>Bake off challenge / teacher bake off. Parents to contribute cake - there will be no entry fee.</p> <p>The bake off entries will be set on a long table with 7 aprons as prizes for the winning entries. Apron Picture &amp; wording to be discussed next meeting.</p>	<p>Next Mtg</p> <p>Next Mtg</p>
7	<p><b><u>Request for funding</u></b></p> <p>Not required.</p>	

<b>8</b>	<b><u>Previous Actions</u></b>	
<b><u>A 1</u></b>	<b><u>Liability Certificate</u></b>	
PC	Need to obtain a copy of liability certificate for Discos, once Discos can be held in school again. OCC still advising against these type of events, once they restart will look into the certificate.	<b>Ongoing</b>
<b><u>A 2</u></b>	<b><u>School Website</u></b>	
AV	Send AW info about improving FOSS page on school website. AW will then contact the individual who is responsible to discuss and pass on contact details. Jude suggested holding a cheese & wine party at the local pub, as a way of improving relationships & better communicating the role FOSS plays with respect to the school. To do once FOSS events are up and running again.	<b>Ongoing</b>
<b><u>A 3</u></b>	<b><u>Christmas Event</u></b>	
AV AW AM	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.	<b>Closed</b>
<b><u>A 4</u></b>	<b><u>100 Club</u></b>	
JC AW AM	Registration letter to be sent to parents via ParentMail. JC to set up / speak to MB who has previously run it.  Update 13/10/21: JC has all the details from MB, may need to use FOSS monies already at school for the October draw.	<b>Closed</b>
<b><u>A 5</u></b>	<b><u>Class Reps</u></b>	
LE	Contact class reps to see if they are willing to carry on for another year.  Update 13/10/21: This has been done and new class reps added. AV to email AW an updated list.	<b>Closed</b>
<b><u>A 6</u></b>	<b><u>Notice of EGM</u></b>	
AV	Letter to give notice of EGM on 10th November and job role description for committee positions of Chair, Treasurer & Secretary. To be distributed in time for EGM.	<b>Closed</b>

	<b><u>Previous Actions (Cont)</u></b>	
<b><u>A 7</u></b>	<b><u>100 Club</u></b>	
JC	100 club numbers and monthly prizes to be sorted out.	<b>Closed</b>
<b><u>A 8</u></b>	<b><u>Christmas Fayre</u></b>	
AW EP	Source a Santa, look into books as gifts, enquire about flood lights to provide extra lighting for the stalls.	<b>Closed</b>
<b><u>A 9</u></b>	<b><u>Tens Licence</u></b>	
AV	Tens licence for selling alcohol at the Christmas Fayre.	<b>Closed</b>
<b><u>A 10</u></b>	<b><u>Stall Holders</u></b>	
AV	Start a list of stall holders, approx 7 required for school. distribute stall numbers at the event.	<b>Closed</b>
<b><u>A 11</u></b>	<b><u>Food</u></b>	
DK	Ask LB for an idea of the quantities of food required for the event.	<b>Closed</b>
<b><u>A 12</u></b>	<b><u>Grotto Tickets</u></b>	
AV	Look at PTA Events for selling Grotto tickets.	<b>Closed</b>
	<b><u>New Actions</u></b>	
<b><u>A 1</u></b>	<b><u>Bags to School</u></b>	
EP LE	Posters / bags for next bags to school collection in Spring Term. Collection 15 / 16th February, EP will update form & staple to each bag. Distribute laminated posters & LE to email to put in newsletter.	<b>Ongoing</b>
<b>10</b>	<b><u>AOB</u></b>  No.	
<b>11</b>	<b><u>Date for next meeting</u></b>  Monday 14th March 2022 @ 7.30pm	











