

## Friends of Stanford School Committee Meeting

Wednesday 16<sup>th</sup> January 2019

Present: Eva Geekie, Lee Browning, Rhian Atkins, Amanda Willis, Ali Viggars, Pippa Clark, Vicky Maunder, Vicky Summers, Amy Bignell, Katie Tidy, Diane Kirkman, Emma Huby, Karin Williams-Cuss and Sarah Pitts

Apologies: None

[Please note Chair's new email address: [leebrowning374@live.com](mailto:leebrowning374@live.com)]

[Please note FOSS email address: [fossadmin@btinternet.com](mailto:fossadmin@btinternet.com)]

	Item/Action	Who?	When
1.	Chairmans Welcome – LB welcomed everyone to the meeting, nice to see everybody and welcomed the new committee members	N/A	N/A
2.	Committee member contacts – PC to circulate updated contact list of committee members. RA suggested WhatsApp group for committee members which was agreed – AV to set up – DK to keep AW up to date	PC AV	ASAP ASAP
3.	Previous minutes – minutes were approved. Foundation/KS1 space balance confirmed as paid.	-	-
4.	Treasurer update – AB has completed handover from GC. AB advised that there has been a change in procedures since the last treasurer - AW and LB need to be available to sign paperwork. AB waiting for confirmation to be able to sign.  Charity Commission – VS advised that the trustees need to be changed, VS offered to update the CC. AV, PC & AB gave details to VS to update, emails to go to treasurer.  KWC advised that if FOSS is a registered charity, the number needed to be printed on all documents/communications. EG to confirm charity number and circulate.	VS  EG	BY NEXT MTG  BY NEXT MTG

	Closure of dormant accounts. There is still a bank account containing £35 that needs to be closed and money transferred to active FOSS account. AB is in the process of trying to do this.	AB	Ongoing
5.	<p>FOSS forward financial planning.</p> <p>A financial plan is required for the year ahead to set out how much money FOSS would like to raise and what the monies would be spent on. AW to provide FOSS with a wish list.</p> <p>EG suggested a calendar of events to circulate – there is one currently but only for the standard events – discos, fete, bags to school. AB suggested informing parents what FOSS is raising money for to increase awareness – FOSS newsletter could be written to send to all parents including how much has been raised from which event, what has been purchased and thank you's</p>	<p>AW</p> <p>-</p>	<p>BY NEXT MTG</p> <p>NEXT MTG</p>
6.	<p>Upcoming Events</p> <p><u>Stanford's Got Talent – Wednesday 30<sup>th</sup> January 2019</u></p> <p>Bar licence required – EG to do this and for the next disco. RA provided a checklist of items that needed to be arranged. EG offered to take ownership of the checklist. RA suggested selling wine by the bottle – discussed that maybe more appropriate at events where individuals are seated at tables. Discussion regarding pre ordering of food and drinks using forms left on chairs.</p> <p>KWC asked if school had a Designated Premises Officer which would mean only applying for an annual bar licence.</p> <p>New stock required for Stanford's Got Talent – EG offered to purchase.</p> <p>Help required to set up at 5pm, cook the hot dogs and clear away.</p>	<p>EG</p> <p>KWC</p> <p>EG</p>	<p>AP/30/01/19</p> <p>30/01/19</p>

	<p><u>School Disco – Friday 8<sup>th</sup> February 2019</u>  AW to send out flyers and check disco booked  PC offered to continue to do disco tickets  VM to order fingerlights  AW to order candyfloss  AW to ask class reps for volunteers to help  AB to do floats and to ensure there is enough small change.</p> <p><u>Bags to School Tue 12<sup>th</sup> Feb/Wed 13<sup>th</sup> Feb 2019</u>  Bags/info have been passed on to class teachers  Posters handed out to FOSS members to put up around village – these must be taken down after the event.  Suggestion for next collection that the wider community are encouraged to be involved – rewording of the poster.  RA to send some text to AW to contact Janet Warren so that info can be added to village newsletter.  Suggestion that information can also be added to the Stanford in the Vale village facebook group.</p> <p><u>Easter Egg Trail – Mon 1<sup>st</sup> – Fri 26<sup>th</sup> April 2019</u>  VM offered to do the map, AW to do the egg posters for windows. Maps to be available to buy from the Vets and to ask Stanford Coffee Shop.</p>	AW PC VM AW AW AB  AW -  RA/AW -  VM/AW	ASAP 08/02/19 08/02/19 08/02/19 08/02/19 08/02/19  16/01/19 ASAP  ASAP  By 01/04/19
7.	<p>Ideas for Future Events</p> <ul style="list-style-type: none"> <li>Fairy door trail where children hunt for little handmade doors throughout the summer holidays. KWC agreed to look into and organise.</li> <li>Mistletoe Ball for adults</li> <li>Barn Dance</li> <li>Circus that comes to school – AV to get information. If available could be done in April/May or later in the year – September.</li> <li>Quiz for adults</li> <li>Bingo for families – possibly to be held April/May</li> <li>Themed Discos</li> </ul>	KWC  KWC - AV  - - -	NEXT MTG  NEXT MTG NEXT MTG NEXT MTG  NEXT MTG NEXT MTG NEXT MTG
8.	<p>Date for Next Meeting  The next meeting will be held <b>Tuesday 26<sup>th</sup> February</b> 7.30pm at the school.</p>	-	