

Friends of Stanford School Committee Meeting

Tuesday 26th February 2019

Present:, Lee Browning, Amanda Willis, Ali Viggars, Pippa Clark, Vicky Summers, Amy Bignell, Diane Kirkman,

Apologies: Eva Geekie, Rhian Atkins, Vicky Maunder, Katie Tidy, Emma Huby, Karin Williams-Cuss and Sarah Pitts

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

	Item/Action	Who?	When
1.	<p>Treasurer Update – Previous events: SGT - £452 raised, expenses £205.54; profit £246.46. Disco - £1027.21, expenses £359.54, profit £667.67. This is a great amount to have raised, but expenses were high due to replenishing stock. Discussed ways of reducing expenses – better planning for buying in bulk events that are closer together and also making use of ordering on school account through Bookers – if order in by the Friday, delivery will be the Monday.</p> <p>AB has introduced an expenses form to be used for all future expenses. This will make the process more straightforward – to have names and account numbers for individuals. Receipts must be attached</p> <p>AB will not be here for the Summer Fete (13th July) but will be able to organise the floats. AV offered to cover collection of monies/distribution of change etc.</p> <p>AV has signed forms from bank to enable AB to be a signatory.</p> <p>Closure of dormant accounts – still needs confirming if this has been done</p>	<p>AB</p> <p>ALL</p> <p>AB/AV</p> <p>-</p> <p>AB</p>	<p>-</p> <p>Copy attached to email</p> <p>12/07/19</p> <p>NEXT MTG</p>
2.	<p>Previous minutes – minutes were approved.</p>	-	-
3.	<p>Committee member contacts – all agreed email and Whats App group working well</p>	-	-

4.	<p>Charity Commission Update – PC and AV have received all necessary documents. EG previously confirmed charity number as FRIENDS OF STANFORD SCHOOL : 1158396. This number must be displayed on all posters, tickets etc for example, Registered Charity Commission Number 1158396.</p> <p>Financial need to check what we should be spending or saving each year – suggest have a minimum of £4,000 in the account</p>	-	-
5.	<p>FOSS forward financial planning.</p> <p>Request from AW to have the money for 2019 IT budget early in order to replace the Year 3 & 4 white boards. These were done on 25/02/19. All present agreed to this.</p> <p>Wish list from school for funding – total approx. £1600 from staff requests</p> <ul style="list-style-type: none"> • 3 classes would like a compact camera • Foundation – maths resources • Year 1 – writing slopes • Forest School – binoculars, bird tables • Art Supplies – Watercolour Pencils • Restocking of playground toys <p>In addition to this, AW requested small Easter Eggs for all children and provision of sports day medals and ice pops on the day.</p> <p>AV to discuss bird tables with Mrs Finney and whether wood could be donated from tables to be made.</p> <p>Extra funding was agreed</p>	-	-
		AW	NEXT MTG
		AW	-
		AV	NEXT MTG
		-	-
6.	<p>FOSS Newsletter</p> <p>DK offered to put together the FOSS newsletter. Agreed that 6 per year should be done – one per half term. Will contain all members/contact information, details of previous events, money raised, thanks to parents/helpers and details of</p>	DK	NEXT MTG

	upcoming events.		
7.	<p>Upcoming Events</p> <p>Discussed Bingo for March and decided on Saturday 30th March as a family bingo night – PC agreed to contact KA who previously organised to get all info. AV to organise separate meeting for Bingo – Wednesday 13th or 20th March 2019. Bar licence required.</p> <p><u>Easter Egg Trail – Mon 1st – Fri 26th April 2019</u> VM 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 – details in school newsletter.</p> <p>Small Float needed for sellers</p> <p>Prizes – already have chocolate hamper, LB offered to contact Farmer Gows for another prize. AW to get chocolate egg as a third prize.</p> <p><u>Disco – Friday 17th May 2019</u></p> <p>This disco is run also with Year 5 parents and children helping.</p> <p>RA raised with AW what the responsibilities are for FOSS at the school discos. As it is a FOSS event, FOSS members do need to supervise the behaviour of the children and ensure that children are not hovering around the toilets and near the front door. At least one person needs to be in the hall in addition to those selling refreshments. Mobile phones are not permitted – AW to add to newsletter and to tickets</p> <p>DK suggested that it would be beneficial to have a FOSS badge so that the children and parent helpers know who the FOSS members are. LB offered to create cards with logo on and get lanyards for FOSS to wear.</p> <p>AB suggested FOSS rota for supervising areas of the disco.</p>	<p>PC/AV</p> <p>VM/AW</p> <p>AB</p> <p>LB</p> <p>AW</p> <p>LB</p> <p>ALL</p>	<p>ASAP</p> <p>01/04/19</p> <p>31/03/19</p> <p>01/04/19</p> <p>17/05/19</p> <p>17/05/19</p> <p>NEXT MTG</p>

	<p>Query if it is a requirement for FOSS members to be DBS checked. Need to create a list of individuals who are.</p> <p><u>Village Summer Festival – 17th June 2019</u> FOSS to run a BBQ</p> <p><u>Sports Day – Friday 5th July 2019</u> FOSS to provide refreshments</p> <p><u>Bags to School 11th/12th July 2019</u> AW previously added to village newsletter and this can be done again. Poster needs to be amended to include village community.</p> <p><u>School Summer Fete - Saturday 13th July 2019</u> Help will be needed on the Friday 12th to organise tombola prizes – bought in by children for non-uniform day.</p> <p><u>Year 6 Leavers Play 17th/18th July 2019</u> Refreshments to be provided Rota to ensure Yr 6 parents are able to watch play each year</p> <p><u>Circus</u></p> <p>No availability for 2019. AW requested better to have on a Friday. Ideally, Fri 15th May 2020. AV to contact circus again to check dates for May in 2020.</p>	ALL	NEXT MTG
		AV	ASAP
8.	<p>Ideas for Future Events</p> <ul style="list-style-type: none"> Fairy door trail where children hunt for little handmade doors throughout the summer holidays. KWC agreed to look into and organise. Mistletoe Ball for adults – sub committee to be organised Barn Dance 	KWC	NEXT MTG
		KWC	NEXT MTG
8.	<p>AOB</p> <p>External Fundraising – discussions about approaching supermarkets for fundraising such as Tesco and Waitrose. AW to send example letter, PC to review.</p>	AW/PC	NEXT MTG

	FOSS box – AV/PC discussed having a file/box to contain all information about previous FOSS events, bar prices, expenses forms, copies of previous minutes to make it easier for different people to take over tasks.	AV/PC	NEXT MTG
9.	<p>Date for Next Meetings</p> <p>Next Meeting to discuss Bingo will be Wednesday 13th March – venue TBC</p> <p>The next FOSS committee meeting will be held Wednesday 22nd May 7.30pm – venue TBC</p>		