

Friends of Stanford School Committee Meeting

Tuesday 12th June 2018

Present: Sharon Hill, Gaby Clark, Katie Amies, Lee Browning, Eva Geekie, Amanda Willis, Richard Stillion, Rhian Atkins, Emma Payne and Vicky Summers.

Apologies: Maria Barnett, Vicky Maunder, Andy Hill and Wendy Edwards.

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

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

	Item / Action	Who?	When?
1.	<u>Previous Minutes:</u> Previous minutes were approved.	-	-
2.	<p><u>Treasurer's Report:</u> <u>Financial Update – Balance Update / Income / Expenditure Items:</u> GC gave a brief Treasurer's Report.</p> <p>Current Balance: £11649.79 Funded Items committed: ~£300</p> <p>Contribution to school budget of £4,000 for 2017-2018 to be paid. AW will arrange a letter to request this contribution. To be confirmed for the minutes.</p> <p><u>The following items/invoices are from previous minutes:</u></p> <ul style="list-style-type: none"> • AW & EP offered to ask any parents who might know of an accountant who would be able to review our accounts at the end of the academic year. • FOSS Forward Financial Plan - It was agreed to hold Activity Planning Meetings during the next Academic Year. Ideally there should be an agreement to form a budget for the current year and to consider a 2 year Forward Financial Plan. The committee agreed to discuss the plan with AW at a future meeting. • The committee agreed to consider buying more supplies for FOSS events e.g. replenish mugs, glasses, food baskets etc. • Charity Commission: GC to be added to the list of Trustees of FOSS with the Charity Commission. • Closure of the dormant account (~£35) from the previous FOSS Committee. No plans at present to transfer the money as account holders could not be found. • Changes to the accounting method to be confirmed for the minutes: <ul style="list-style-type: none"> ○ projected spend (to include any plans for the potential for FOSS within an expanded school) to be confirmed. 	<p>-</p> <p>-</p> <p>AW</p> <p>AW / EP</p> <p>ALL</p> <p>ALL</p> <p>LB/VS/ AH/EG /GC</p> <p>VS/GC</p>	<p>-</p> <p>-</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>FUTURE MTG</p> <p>BEFORE NEXT EVENT ASAP</p> <p>NEXT MTG</p>

	<ul style="list-style-type: none"> • Funded Items: <ul style="list-style-type: none"> ○ Foundation/KS1 Space balance payment and confirmation letter for the PPC to be confirmed for the minutes. 	GC	NEXT MTG
3.	<p><u>Items from Previous Minutes</u></p> <p>Items from previous minutes will be discussed at the next meeting.</p> <p><u>Printed Thank You Cards</u> A fundraising item to have printed cards with the FOSS logo and/or a design from one of the children was discussed at a previous meeting. This is to be discussed at a future meeting.</p> <p><u>Allergies</u> LB offered to draw up an allergy sheet at each event, in recognition of the recent request to ensure that there are no peanuts in school</p> <p><u>Parent Help.</u> A committee member will send out an email list requesting help for each event. VS to organise a reminder at each meeting.</p>	- - LB VS	- - BY NEXT EVENT BY NEXT EVENT
4.	<p><u>Expenditure Items:</u></p> <p><u>New Expenditure Items:</u> Interactive White Boards for Foundation / Yr 5 / Yr 6: Unanimous decision to spend £2142-50 on Interactive White Boards.</p> <p><u>School Budget Support Request Item:</u> A written quotation along with written request for IT Budget (£4000) to be confirmed for the minutes.</p> <p><u>Items from Previous Minutes:</u> Expenditure items discussed at previous meetings are as follows:</p> <ul style="list-style-type: none"> • Book marks for the Royal Wedding • Bunting • Class Christmas Gifts (£50 x 7 classes) • Author and Illustrator (~£500) – already agreed separately by email • 2 Basketball Hoops • Woodland trees • Climbing Wall (£470) • Street Hockey for Years 4,5 and 6 (£250 max) <p>There was a suggestion at a previous meeting for FOSS to have formal fund raising targets and to report quarterly. This is to be discussed at the next meeting.</p> <p>A request has been received for funds of ~£3500 for Outdoor Building Blocks for Foundation Class. The closure of this item will be discussed at a future meeting.</p>	- AW/GC - ALL ALL	- BY NEXT MTG - NEXT MTG NEXT MTG

	<ul style="list-style-type: none"> • EP / WE / EG / KA / RA kindly offered to sell tickets in school playground on Thursday 14th June and Friday 15th June and after Fathers' Day Service. • EP offered to send a Parentmail. • A discussion took place to decide whether to make any changes next year. <p><u>Summer Fete – Saturday 14th July</u></p> <ul style="list-style-type: none"> • Gazebos to be borrowed from Pre-School / KA / RA / EG • AW to ask Class Reps to ask for volunteers before Sports Day • SH has asked Warburton's for Bread Roll donations. • SH*/GC/EG/KA*/RA*/NS to help with tombola prizes and cakes on Friday 13th July (*1-3pm) • KA/SH to ask parents. RA to ask VM. • EG has list of stalls & will send out. • GC will organise prizes. • VM/VS to organise laminated sheets. <p><u>Next Academic Year's 100 Club</u></p> <ul style="list-style-type: none"> • MB has offered to run the 100 Club next year again. • A plan to give everyone their own number was discussed. <p><u>Barn Dance – Future Event</u></p> <ul style="list-style-type: none"> • VS to send email for Pandemonium band to RA to ask their availability for September 2018 or 2019 • SH to ask Justin for Barn availability • http://pandemoniumwantage.org.uk/ (01235 763638) <p><u>Items from Previous Minutes:</u> VS offered to contact PTA-UK with regard to rules about use of Gazebos at school events – this is ongoing.</p> <p><u>Summer Fete items from previous minutes:</u></p> <ul style="list-style-type: none"> • <i>Bar Licence:</i> GC has offered to organise Fete Bar Licence for Saturday 14th July. • <i>Bunting:</i> The committee agreed to purchase more bunting. AW offered to organize. • <i>Bar:</i> AH / RS offered to run on the day. AH offered to ask NM if he would be kind enough to help. • <i>PA:</i> AH offered to ask DB if he would be ok to bring his PA equipment and make the announcements on the day. • <i>Hay Bales:</i> AH offered to ask Mr P if we could borrow hay bales on the day. • <i>Lucky Dip:</i> EG offered to buy prizes in time for Year 6 wrapping on 10th/11th July. • <i>Raffle / Teddy Tombola:</i> SH offered to coordinate. • <i>Cakes:</i> EG offered to organize request slips and plates to be given to parents on Thursday 5th July. AW offered to ask the School 	<p>EP/WE/ EG/KA/ RA EP ALL</p> <p>KA/RA/ EG AW SH SH/GC EG/KA/ RA/NS KA/SH/ RA/VM EG GC VM/VS</p> <p>MB MB</p> <p>VS/RA SH</p>	<p>14JUN 14-15 JUN ASAP FUTURE MTG</p> <p>14 JUL 6 JUL ASAP 13 JUL</p> <p>ASAP ASAP ASAP 14 JUL</p> <p>SEPT SEPT</p> <p>NEXT MTG NEXT MTG</p>
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Governors if they would be kind enough to help with tea/coffee & cakes

- *Tombola*: Non-uniform day to be organised for 13th July (?).
- *Fire Engine / Tractor*: AH/SH offered to ask if a Fire Engine or Tractor or similar could attend.
- *Class Stalls – Suggestions*:
 - Lucky Dip
 - Teddy Tombola
 - Punch Balloons
 - Mugs' Game
 - School Bag Craft
 - Human Fruit Machine.
- *Jewellery / Matchbox Car Stalls*: It was suggested that the jewellery stall could be run again. Also, a small car stall could be run along the same lines.
- *Other Stalls*: GC offered to ask about the Nerf Gun Stall.

Sports Day – Friday 6th July (from previous minutes)

- *Refreshments*: FOSS Committee were requested to make / bring cakes
- *Ice Pops*: Ice pops to be coordinated by EG/LB (see above).
- *Requests for Summer Fete Volunteers*: EG offered to make a list of stalls for the Summer Fete. Volunteers are needed to ask parents at Sports Day if they would be kind enough to volunteer to help with Summer Fete stalls.

Bags-2-School – Thursday 12th / Friday 13th July (from previous minutes)

SH/AH kindly offered to coordinate Bags-2-School

Year 6 Performances Refreshments – Wed 18th & Thurs 19th July (from previous minutes)

EG offered to organise the Bar Licence for both Year 6 performances (5pm to 8pm).

Suggestions from previous meetings for future events:

Ideas for events include:

- Bingo Night (Adult event)
- Ladies' / Pamper Evening (Adult event)
- Race Night (Adult event)
- Quiz Night (Adult event)
- Midnight Walk (Family Event)
- Sponsored Walk / Bike Ride (Family Event)
- BBQ (Family Event)
- Camping for example at White Horse Hill (Family Event)
- Board Games Evening (Family Event)
- Family Disco / Family event such as a picnic (Family Event)
- Live Music Festival (Family Event)
- Pamper Evening / French Plait training (Family Event)
- Food Tasting / Wine Tasting (Adult Event)
- Astronomy Night

	<ul style="list-style-type: none"> • Touring theatre company • Family Xmas Quiz • Murder Mystery 		
7.	<p><u>AOB:</u></p> <p><u>Parent Helpers – Class Reps</u> Class Representative to be confirmed for the next minutes.</p> <p><u>New Foundation Parents’ Info and Foundation Gift</u> – to be discussed at the next meeting.</p> <p><u>FOSS Newsletter</u> – to be discussed at the next meeting</p> <p><u>Succession Planning</u> - New Treasurer / New Secretary – to be discussed at the next meeting.</p>	<p>AW</p> <p>EG</p> <p>-</p> <p>-</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>Ongoing</p> <p>Ongoing</p>
8.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting date Friday 29th June ? at 8.30pm</p> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> 1. Treasurer’s Report <ul style="list-style-type: none"> Financial Update – Balance Update Outstanding invoices and income after expenditure from recent events Expenditure Items to be confirmed for the minutes. FOSS Forward Financial Plan Purchase of FOSS Supplies eg glasses Charity Commission: Change of Trustees Dormant Account Items to be confirmed for the minutes eg changes to accounting method Funded Items 2. Items from previous minutes & Other Matters Arising: <ul style="list-style-type: none"> Printed Thank You Cards Allergies Parent Help 3. Expenditure Items / New Expenditure Items: <ul style="list-style-type: none"> Expenditure Item Requests School Budget Support Request Item Items arising from Previous Minutes 4. Recent Events <ul style="list-style-type: none"> Family Bingo Night Bags2School – Term 1 November KS1/KS2 Disco Christmas Hampers Christmas Cards 100 Club 	<p>ALL</p>	<p>29 JUN</p>

	<p>Stanford's Got Talent Bags 2 School – Term 2 KS1/KS2 Disco – Term 2 Parents' Questionnaire Easter Egg Trail KS1/KS2 Disco - 18 MAY Bingo Race - 17 JUNE</p> <p>5. Fund Raising Items / Forthcoming Events: Sports Day Refreshments - 6 JULY Bags 2 School - 12/13 JULY -- drop off/pick up School Summer Fete - 14 JULY Leavers Performance - 18/19 JULY</p> <p>Future Events: Children's Event Adults' Event Family Event</p> <p>6. AOB</p> <p>Class Reps New Foundation Parents' Info and Foundation Gift FOSS Newsletter Succession Planning - New Treasurer / New Secretary</p>		
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	<p><u>Summer Fete Special Meeting - 25/05/18</u></p> <p>Present: WE/EG/GC/RA/VM/EP/VS</p>		
	<p>Summer Fete:</p> <ul style="list-style-type: none"> • Football • Netball to replace basketball • Aunt Sally – GC offered to ask for the equipment etc. • Archery / Welly Wanging • Nerf Gun – GC has confirmed • AW / WE will coordinate trophies with RS • Tug of War prizes – sweets and a round of bar drinks • Bar licence is done – thanks to GC • AW to send Mrs Warren info for publicity • Poster Competition – prizes are A4 frames and chocolates • Non-Uniform day 13th July. A parentmail was requested • It was agreed to ask the parent reps from each class to ask other parents for help on the day. • AW offered to ask Mrs Warren if we can borrow gazebos • WE offered to coordinate sports price list and prizes • EP / VS to coordinate other stalls including fruit machine images 		

	<ul style="list-style-type: none">• GC to organize the float• AH offered to organize the Bar fridges.• Bar stock to be organised closer to the time.• VS offered to ask Bradley Hatwell for fairground insurance details.• WE offered to organize jewellery bags• WE offered to look into a pocket money stall• EP & SH offered to send letters out for raffle prizes• GC & EP offered to check the stocks <p>Next Mtg Fri 29th June</p>		
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