

Friends of Stanford School Committee Meeting

Tuesday 25th September 2018

Present: Emma Payne, Eva Geekie, Lee Browning, Wendy Edwards, Rhian Atkins, Amanda Willis, and Vicky Summers.

Apologies: Gaby Clark, Maria Barnett, Vicky Maunder, Emma Huby and Katie Amies.

[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> The Treasurer's Report was not available for this meeting.</p> <p>Current Balance: To be confirmed for the next meeting. Funded Items committed: To be confirmed for the next meeting.</p> <p><u>New Treasurer</u></p> <ul style="list-style-type: none"> GC plans to step down as Treasurer at the AGM. A discussion took place regarding FOSS Treasurer. AW offered to ask some parents if they would be willing to take on this role. EP offered to ask parents via Parentmail. VS offered to ask GC about the chequebook, float, counting and banking. <p><u>Charity Commission:</u></p> <ul style="list-style-type: none"> The 2017 Accounts were uploaded to the Charity Commission by GC in May 2018 The next Annual Return will be due to be uploaded in May 2019 (for accounts ending on 31st August 2018). AW & EP have found a parent has kindly offered to review our accounts at the end of the academic year. The next Treasurer is to be added to the list of Trustees of FOSS with the Charity Commission. <p><u>The following items/invoices are from previous minutes:</u></p> <ul style="list-style-type: none"> 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. FOSS Forward Financial Plan - It was agreed to hold Activity Planning Meetings during the next Academic Year. Ideally there 	<p>-</p> <p>GC</p> <p>AW EP</p> <p>VS</p> <p>-</p> <p>TREASURER AW / EP</p> <p>VS</p> <p>AW</p>	<p>-</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>-</p> <p>MAY 2019</p> <p>2019</p> <p>ASAP</p> <p>BY NEXT MTG</p>

	<p>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.</p> <ul style="list-style-type: none"> • The committee agreed to consider buying more supplies for FOSS events e.g. replenish mugs, glasses, food baskets etc. • 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. • 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. 	<p>ALL</p> <p>ALL</p> <p>-</p> <p>VS/GC</p> <p>GC</p>	<p>FUTURE MTG</p> <p>BEFORE NEXT EVENT ASAP</p> <p>NEXT MTG</p> <p>NEXT MTG</p>
3.	<p><u>Items from Previous Minutes</u></p> <p>Items from previous minutes will be discussed at the next 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. Superseded by Class Reps. This item is closed.</p> <p><u>New Foundation Parents' Info and Foundation Gift</u> – to be discussed at a future meeting.</p> <p><u>FOSS Newsletter</u> – to be discussed at a future meeting.</p> <p><u>FOSS Parent Questionnaire:</u> The outcome of the questionnaire will be discussed at a future meeting.</p> <p><u>Gazebos:</u> VS offered to contact PTA-UK with regard to rules about use of Gazebos at school events – this is ongoing.</p>	<p>-</p> <p>LB</p> <p>-</p> <p>EG</p> <p>ALL</p> <p>KA/ALL</p> <p>VS</p>	<p>-</p> <p>BY NEXT EVENT</p> <p>-</p> <p>Ongoing</p> <p>AT NEXT MTG</p> <p>BY NEXT MTG</p> <p>BY NEXT EVENT</p>
4.	<p><u>Expenditure Items:</u></p> <p><u>New Expenditure Items:</u> The committee discussed working towards the Interactive White Boards for the final 2 classrooms.</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>-</p> <p>AW/GC</p>	<p>-</p> <p>BY NEXT MTG</p>

	<p><u>Items from Previous Minutes:</u> Expenditure items discussed at previous meetings are as follows:</p> <ul style="list-style-type: none"> • Interactive White Boards for Foundation / Yr 5 / Yr 6 (£2142-50) • 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> <p>Extra funding was discussed at a previous meeting including the possibility of the following:</p> <ul style="list-style-type: none"> - Estate Agent boards or sponsorship. GC offered to look into whether local Estate Agents will partner with charities - Shirt Sponsors - Minibus Sponsors - Local business sponsorship - KA offered to check if Sainsburys, Tescos, Waitrose, Aldi and Coop might offer sponsorship. - GC offered to check with AW if it would be acceptable to ask for Match Funding. If ok, EP offered to put into school Newsletter. 	<p>-</p> <p>ALL</p> <p>ALL</p> <p>GC</p> <p>KA</p> <p>GC/AW EP</p>	<p>-</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG NEXT MTG</p>
5.	<p><u>Recent Events:</u></p> <p><u>Sports Day – Friday 6th July</u> Thank you to everyone who donated cakes and money on Sports Day. Funds raised to be confirmed for the minutes.</p> <p><u>Bags-2-School – Thursday 12th / Friday 13th July</u> Thank you to SH/AH who kindly coordinated Bags-2-School, and to everyone who donated clothes. Funds raised to be confirmed for the minutes.</p> <p><u>Year 6 Performances Refreshments – Wed 18th & Thurs 19th July</u> Thank you to everyone who volunteered with refreshments, and who bought refreshments. Funds raised to be confirmed for the minutes.</p> <p><u>Bingo Race – Sunday 17th June</u></p>	<p>GC</p> <p>GC</p> <p>GC</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p>

	<p>Thank you to RS for organizing the Bingo Race. Thank you to all volunteer helpers and to everyone who participated. Funds raised to be confirmed for the minutes.</p> <p><u>Summer Fete – Saturday 14th July</u> Thank you to EG for organizing the Summer Fete. Thank you to everyone who volunteered and to everyone who donated to the fete. Funds raised to be confirmed for the minutes. VS has offered to send out Thank You notes.</p> <p>Recent Events will be discussed at the next meeting:</p> <ul style="list-style-type: none"> • May School Disco - The amount raised will be confirmed at the next meeting. • Family Bingo Night • Bags2School (Terms 1 and 2) • November KS1/KS2 Disco • Christmas Hampers • Christmas Cards • 100 Club 2017-2018. GC offered to ask school for 100 Club money collected by Parentmail. To be confirmed for the minutes • Stanford's Got Talent • Canvas Bag Sales • March KS1 / KS2 Disco • Easter Trail 	<p>GC</p> <p>GC VS</p> <p>GC</p> <p>GC</p>	<p>NEXT MTG</p> <p>NEXT MTG ASAP</p> <p>NEXT MTG</p> <p>NEXT MTG</p>
6.	<p><u>Future Events:</u></p> <p><u>2018-2019 Academic Year's 100 Club</u></p> <ul style="list-style-type: none"> • MB has offered to run the 100 Club this year again. • A plan to give everyone their own number was discussed at a previous meeting. • AW has sent the 100 Club numbers list to MB. • The 100 Club Flyer has been updated to show how the data will be used. <p><u>Barn Dance – Future Event</u></p> <ul style="list-style-type: none"> • Barn Dance to be discussed at a future meeting. • http://pandemoniumwantage.org.uk/ (01235 763638) <p><u>Xmas Cards</u></p> <ul style="list-style-type: none"> • WE has kindly organized the children's Xmas cards. <p><u>Bags 2 School – 16th /17th Oct</u></p> <ul style="list-style-type: none"> • Bags 2 School collection has been organized and collection bags have been sent home with each class. • RA offered to put up posters around the village. <p><u>Foundation KS1 / KS2 Disco – Friday 12th October</u></p> <ul style="list-style-type: none"> • RA offered to organize. • VS has contacted the DJ. 	<p>MB MB</p> <p>VS/RA</p> <p>WE</p> <p>AW/EP RA</p> <p>RA VS</p>	<p>SEPT SEPT</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>16/17 OCT ASAP</p> <p>12 OCT ASAP</p>

<ul style="list-style-type: none"> • AW offered to ask staff to attend. • EG & LB offered to organize Hot Dogs. • EP & AW offered to be on the door. • A number of parents kindly responded to a Parentmail that was sent out asking for volunteers. AW offered to coordinate. • EG has kindly arranged a Bar Licence. • Flyers have gone out to the classes. RA offered to ask if PC would be able to organize the tickets. • Volunteers were required to set-up between 3.15-4pm. • RA offered to complete a stock take and to organize squash, alcohol, crisps & chocolate. • EG offered to review the price list. • LB offered to organize Cherry Panda Pops, Hot Dogs, Buns etc. • WE offered to organize finger lights and slapbands etc. • VS offered to ask GC about the process for money for the DJ. <p><u>Xmas Hampers</u></p> <ul style="list-style-type: none"> • Non-Uniform Day Friday 23rd November • Hamper Sales at KS1 performances TBC • Reminder: KS2 performance Monday 10th and Tuesday 11th Dec, KS1 performance Thursday 13th December <p><u>Village Fete BBQ</u></p> <p>A discussion took place regarding staffing a BBQ at the Village Fete. This will be discussed at a future meeting.</p> <p><u>Future Events Discussion:</u></p> <p>A discussion took place regarding this year's events including the Bingo Race, a Bingo night, cake stalls, cream teas and Mother's Day pop-up stalls.</p> <p><u>Suggestions from previous meetings for future events:</u></p> <p>Ideas for events include:</p> <ul style="list-style-type: none"> • 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 • Touring theatre company • Family Xmas Quiz • Murder Mystery 	<p>AW EG/LB EP/AW</p> <p>AW EG RA/PC</p> <p>VOLUNTE ERS RA EG LB WE VS/GC</p> <p>- VOLUNTE ERS VOLUNTE ERS</p> <p>ALL</p> <p>ALL</p> <p>-</p>	<p>ASAP 12OCT 12OCT</p> <p>ASAP 12OCT BEFORE 12OCT 12 OCT</p> <p>12OCT 12OCT 12OCT 12OCT 12OCT</p> <p>23NOV 13 DEC 10/11/ 13 DEC</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>-</p>

7.	<p><u>AOB:</u></p> <p><u>Recent Changes to FOSS Committee</u> Richard Stillion, Andy Hill and Sharon Hill have decided to step down from FOSS committee. The committee want to express their thanks for Richard, Andy and Sharon’s hard work, support and commitment to FOSS – Thank You! The committee welcomes Emma Huby to the committee.</p> <p><u>Parent Helpers – Class Reps</u> EP and AW offered to ask for Class Representatives for the current academic year.</p> <p><u>Succession Planning - New Treasurer / New Secretary – to be discussed at the next meeting.</u></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. WE offered to look for a good deal for Thank You cards.</p> <p><u>PTA-UK</u></p> <ul style="list-style-type: none"> • VS offered to sign up to PTA-UK website. • PTA-UK membership is due to be paid in Jan 2019. 	<p>-</p> <p>AW/EP</p> <p>-</p> <p>WE</p> <p>VS TREASURER</p>	<p>-</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>Ongoing</p> <p>ASAP JAN2019</p>
8.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting: Annual General Meeting – Proposed date Wednesday 7th November</p> <p>(VS to confirm with GC before confirming the date of the AGM.)</p> <p>Next Meeting after AGM</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. New Treasurer Charity Commission: Change of Trustees FOSS Forward Financial Plan Purchase of FOSS Supplies eg glasses Dormant Account Items to be confirmed for the minutes eg changes to accounting method Funded Items 2. Items from previous minutes & Other Matters Arising: 	<p>ALL</p>	<p>7th NOV TBC</p>

	<p>Allergies Parent Help New Foundation Parents' Info and Foundation Gift FOSS Newsletter FOSS Parent Questionnaire Gazebos</p> <p>3. Expenditure Items / New Expenditure Items: Expenditure Item Requests School Budget Support Request Item Items arising from Previous Minutes</p> <p>4. Recent Events 100 Club Xmas Cards Bags 2 School – Oct 2018 Foundation KS1 / KS2 Disco – Oct 2018 Sports Day Refreshments Bags 2 School Year 6 Performance Refreshments Bingo Race School Summer Fete Leavers Performance Family Bingo Night Bags2School – Term 1 November KS1/KS2 Disco Christmas Hampers Christmas Cards 100 Club Stanford's Got Talent Bags 2 School – Term 2 KS1/KS2 Disco – Term 2 Parents' Questionnaire Easter Egg Trail KS1/KS2 Disco</p> <p>5. Fund Raising Items / Forthcoming Events: Future Events: Barn Dance Xmas Hampers Village Fete BBQ</p> <p>Children's Event Adults' Event Family Event</p> <p>6. AOB Class Reps – Parent Helpers Succession Planning - New Treasurer / New Secretary Printed Thank You Cards PTA-UK Membership</p>		
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