Friends of Stanford School Committee Meeting – Activity Planning Meeting

Friday 20th January 2017

Present: Emma Payne, Sharon Hill, Diane Kirkman, Wendy Edwards, Eva Geekie, Gaby Clark, Nina Stillion, Andy Hill, Amanda Willis, and Vicky Summers.

Apologies: Lee Browning, Rhian Atkins, Katie Amies, Jess Smith, Maria Barnett and Richard Stillion.

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

	Item / Action	Who?	When?
1.	The activities for the year were discussed by the committee. A plan of activities was agreed and is appended to these minutes.	See Appendix	-
2.	AOB		
	 It was agreed with GC to close the film licence account and reopen should the committee decide to hold another film evening. The following expenditure was confirmed (total ~£3000): Whole school music workshop ~£400 Art Workshop – Giant Sculpture ~£400 Cameras / memory card ~£500 	GC -	-
	Replacement Reading Books ~£200 Music Stands ~£200 Assembly Box £330		
3.	Next FOSS Committee Meeting:		
3.	Next Meeting date TUESDAY 21 st February 2017 at 7.30pm in the School Staff Room.	ALL	21FEB
	Items for the next Full Meeting Agenda:		
	 Treasurer's Report Charity Commission: Change of Trustees Dormant Account Outstanding invoices Funded Items 		
	2. Items from previous minutes & Other Matters Arising: Printed Thank You Cards Barn Dance		
	Astronomy Evening		
	Canvas Bags 3. Expenditure Items / New Expenditure Items:		

KS1/Foundation items - Outdoor Building Blocks Whole School / KS2 items

4. Recent Events

Xmas Hampers

Xmas Film Night

Bags to School- AH/SH 6th Feb

Refreshments - Stanford's Got Talent AH/EG/KA (Stock

Check - LB/AH/KA) 1st Feb

5. Fund Raising Items / Forthcoming Events:

Foundation&KS1 / KS2 / Yr 6 Discos - DK / GC 3rd Mar

Adult Disco - MB/ZJ/JS/NL 1st Apr

Easter Activity - Easter Trail - AW/WE 3rd April until 28th

April

Family Activity - Barn Dance - VS/NS Publicise at New

Parents' Eve xx May

100 Club – MB Publicise at New Parents' Eve xx May /

Sharing Assembly in May

Xmas Activity - Winter Wonderland 2017 - KA/WE/RA 24th

November

Future Events:

Children's Event

Adults' Event

Family Event

- 6. AOB
- 7. Next meeting date

FOSS ACTIVITY LIST 20	<u> 17</u>		Week No
Activity	Lead Person	Comments	Date
-	-	-	- Tuesday 21st Feb 7.30pm Wednesday 22nd March
FOSS Committee Meeting Dates	VS	Dates for Summer and Winter Terms to be confirmed	7.30pm Friday 28th April 3.30pm
	LB/AH/GC/V	No later than 15th Nov 2017 + 3 months (as per constitution)	
AGM	S	21 days' notice to be given to FOSS members	15th Nov
Stock Check	LB/AH/KA	All Stock - at least twice per year (Start at SGT)	
Refreshments - SGT	AH/EG/KA	Bar / Sweets / Crisps AH to ask LB re Hot Dogs	1st Feb
Refreshments - Sports Day	NS/EG	Teas / Coffee / Cake NS to look into disposable cups Parents to be asked to volunteer for Summer Fete.	7th July
Refreshments - Yr 6	15/411	Bar / Sweets / Crisps	4711 /4011 1
Performance Bags2School	LB/AH AH/SH	AH to ask Neil Mantle Every Parents' Evening	17th/18th July 6th Feb / 13th July / xxOct
Foundation&KS1 / KS2 / Yr 6 Discos	DK/GC	Four Discos per year (3 x Foundation & KS1/KS2 Discos + 1 x Yr6 Leavers) GC to book disco (Malcolm Russ). DK to organise tickets Parent Helpers for May Disco (EP has letter) Yr6 Leavers Disco - Book only. No tickets.	3rd Mar / 12th May /20th July / xxOct
Adult Disco	MB/ZJ/JS/N L	MB/ZJ/JS/NL to be asked if they would organise. GC to book disco and Bar Licence. Theme / Tickets / Bar / Food to be organised. AW to organise Easter Sentence	1st Apr
Easter Activity -		3xgifts needed	
Easter Trail	AW/WE	WE to organise letter displays.	3rd April until 28th April
Bingo Race	RS	Village Fete Sunday at Football Club	18th June
School Fete	VS/NS/ALL	VS / NS to coordinate. Stalls to be organised by FOSS members. NS to ask when Beaver Camp is scheduled. Non Uniform Day for Tombola Prizes. GC to organise Alcohol Licence. Prizes to be bought well in advance. Poster Competition. Ticket Sales: Give out slips in Summer Term and at Summer Fete and at New Parents' Evening in May NS to organise Barn	Non-Uniform Day 14th July Fete 15th July 2pm-5pm New Parents' Eve xx May Ticket Sales - Summer Term / Sept
Family Activity - Barn		VS to organise Band	Barn Dance 30th Sept if
Dance	VS/NS	Slips for New Parents New Description to be written ParentMail to continue?	available Sharing Assembly -May 2017 New Parents' Eve xx May Ticket Sales - Summer Term / Sept
100 Club	MB	Announce at Sharing Assembly	First Draw Oct 2017
Xmas Activity - Cards	SH	SH to coordinate.	October
Xmas Activity - Winter Wonderland	KA/WE/RA	Possible activities may include: Ice Rink / Stalls / Father Christmas / Sleigh / Astronomy / Fairground Ride Local Businesses may sponsor?	24th November
Xmas Activity - Hampers	AH + ALL	Non-uniform day prior to hamper sales at Nativity Plays Hampers wrapped in school or Huddle. Ticket Sales in advance (in playground)	Non-Uniform Day xx Dec Wrapping xx Dec Advance Ticket Sales xx Dec Ticket Sales & Draw xx Dec

			20:	L7																																									Т
			Janu	ary			Febr	uary		Marc	h		Apı	ril		М	lay			Jur	1e		Ju	ıly				Aug	ust		Se	epte	mber		Octo	ber			Nov	vembe	er	D	ecer	nbe	r
		Week No	1	2	3 4	4 5	6	7	8 9	10	11	12 1	3 14	15	16																									46	47	48	49	50	51
Activity	Lead Person	Date	2	9 1	.6 23	3 30	6	13	20 27	6	13	20 2	7 3	10	17	24	1 8	15	22 2	29 !	5 12	19	26	3 1	10 1	7 2	4 31	1 7	14	21	28	4	11 1	3 25	2	9	16 2	:3 30	J 6	13	20	27	4	11	18
School Holidays	-	-																																				?					Т	?	
		Tuesday 21st Feb 7.30pm																																				Т	\Box				Т		П
		Wednesday 22nd March 7.30pm													- 1																								'						
FOSS Committee Meeting Dates	VS	Friday 28th April 3.30pm						F	oss M	tg	F	OSS N	∕Itg		F	OSS N	VItg																						'						
AGM	LB/AH/GC/VS	15th Nov																																		Α	GM - N	Notic	.e	AGM	1				П
Stock Check	LB/AH/KA					Sto	k Ch	eck																														П	\Box				Т		П
Refreshments - SGT	AH/EG/KA	1st Feb				SGT														Т											Т							Т	\Box	\Box		Т	Т		П
Refreshments - Sports Day	NS/EG	7th July																					S	ports	Day														\Box						П
Refreshments - Yr 6 Performance	LB/AH	17th/18th July																							Yr	6 Per	form	nance	s									Т	\Box						П
Bags2School	AH/SH	6th Feb / 13th July / xxOct					Bags	2Scho	ol															Ва	gs2S	choo	d									Bags2	Schoo	ol	\Box						П
Foundation&KS1 / KS2 / Yr 6 Discos	DK / GC	3rd Mar / 12th May /20th July / xxOct								Foun	datio	n&KS	1/KS	2 Disc	os		Fou	ndatio	on&KS	51 / K	S2 Dis	cos			Yr	6 Lea	vers	' Disc)								Fo	ounda	tion8	kKS1/	/ KS2	Discr	s		T
Adult Disco	MB/ZJ/JS/NL	1st Apr											Adı	ılt Dis	со					Т						Т					Т	Т						Т	\Box	\Box		Т	Т		П
Easter Activity - Easter Trail	AW/WE	3rd April until 28th April											Eas	ter Tra	ail																								\Box						П
Bingo Race	RS	18th June																			Bing	go Rad	ce															Т	\Box						П
		Non-Uniform Day 14th July																		Т											Т							Т	\Box	\Box		Т	Т		П
School Fete	VS/NS/ALL	Fete 15th July 2pm-5pm																						No	on-Ur	nifor	m Da	ıy & S	umm	er Fet	e								'						
		New Parents' Eve xx May																																				Т	\Box			\Box			П
		Ticket Sales - Summer Term / Sept																																					'						
Family Activity - Barn Dance	VS/NS	Barn Dance 30th Sept if available																1	New P	arent	ts' Eve	e l	Ticket	Sale	s						Ti	ick Ti	icket S	Barı	Dan	ce			'						
		Sharing Assembly -May 2017																													Т					П		Т	\Box	\Box		Т	Т		Т
		New Parents' Eve xx May																																					'						
		Ticket Sales - Summer Term / Sept																																					'						
100 Club	MB	First Draw Oct 2017																1	New P	arent	ts' Eve	e l	Ticket	SaSu	ımme	er Fe	te												'						
Xmas Activity - Cards	SH	October																																	Xma	s Card	is?								П
Xmas Activity - Winter Wonderland	KA/WE/RA	24th November												П												Т										T	\top	\top	\Box	Win	iter V	Wonde	erlan	nd	Т
•		Non-Uniform Day xx Dec																																				1	Non-L	Jnifor	rm Da	ay?			_
		Wrapping xx Dec																																											
		Advance Ticket Sales xx Dec																																											
Xmas Activity - Hampers	AH + ALL	Ticket Sales & Draw xx Dec																								1	1															F	amp	er S	ales