

## Friends of Stanford School Committee Meeting

Tuesday 11<sup>th</sup> October 2016

Present: Andy Hill, Sharon Hill, Wendy Edwards, Katie Amies, Lee Browning, Maria Barnett, Nina Stillion, Eva Geekie, Gaby Clark, Zoe Jones, and Vicky Summers.

Apologies: Emma Payne, Jess Smith, Rhian Atkins, Amanda Willis, Claire Petworth and Richard Stillion.

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

	Item / Action	Who?	When?
1.	<u>Previous Minutes:</u> Previous minutes were approved.	-	-
2.	<p><u>Treasurer's Report:</u></p> <p>GC gave a brief Treasurer's Report.</p> <p><u>Fund Raising Position at the end of the School Year:</u> The FOSS Accounts are with the Book-Keeper for auditing. Around £8,000 remains in the FOSS account at the end of September. Details of the accounts will be shared at the AGM.</p> <p>A stock take was completed after Summer KS1/KS2 Disco.</p> <p><u>Funded Items:</u> GC has organised the payment and a confirmation letter to the PPC for the KS1/Foundation Outside Area.</p> <p>The following items/invoices are from previous minutes:</p> <ul style="list-style-type: none"> <li>• Charity Commission: GC to be added to the list of Trustees of FOSS with the Charity Commission.</li> <li>• Closure of the dormant account in the name of FOSS, addressed to Robin Thornton and Michelle Dear from the previous FOSS Committee, and transfer of the money (~£35) to the current account has not made much progress. A suggestion was made to ask the previous headteacher if she might be able to identify the account holders. This will be discussed at the next meeting to agree whether or not anything more can be done.</li> <li>• Funded Items: <ul style="list-style-type: none"> <li>○ Foundation/KS1 Space balance payment to be confirmed for the minutes.</li> <li>○ Planetarium payment to be confirmed for the minutes.</li> <li>○ Leavers' Bibles payment to be confirmed for the minutes.</li> <li>○ Yr 6 Disco payment to be confirmed for the minutes.</li> </ul> </li> </ul>	<p>-</p> <p>GC</p> <p>-</p> <p>GC</p> <p>GC/LB/ VS/AH</p> <p>-</p>	<p>-</p> <p>AGM</p> <p>-</p> <p>ASAP</p> <p>ASAP</p> <p>FUTURE MTG</p>
3.	<u>Items from Previous Minutes</u>  <u>Thank You Cards</u>		

	<p>At a previous meeting SH offered to look into costs for having thank you cards printed, and whether or not it would be suitable to print the FOSS logo or a design from one of the children. It was suggested that a competition was held, with picture frames for prizes, where the children could vote for their favourite image in the school newspaper. Committee members discussed companies offering personalised Christmas Cards. This is to be discussed at a future meeting.</p> <p><u>Barn Dance - Saturday 24<sup>th</sup> September</u> It was decided to postpone the Barn Dance until Spring. NS / VS volunteered to organise this family event. To be discussed at a future meeting.</p> <p><u>Autumn Evening Event in September - Astronomy Evening</u> At a previous meeting, a discussion took place about having an event in September to welcome new parents and children, as well as for current families. It was thought that maybe a central theme could be an astronomy evening – perhaps in one of the fields surrounding the village. The committee was asked to think of other ideas for complementary activities. VS offered to look into asking an Astronomy Society to visit for the evening. This was not possible in September. However, it will be discussed at a future meeting.</p> <p><u>Canvas Bags</u> Canvas Bags with the School Logo and Class images were sold at the Summer Fete for £6 each or 2 for £11. The remaining bags can be sold at the next event. This will be discussed at the next meeting.</p>	<p>-</p> <p>NS/VS</p> <p>VS</p> <p>-</p>	<p>-</p> <p>FUTURE MTG</p> <p>FUTURE MTG</p> <p>FUTURE MTG</p>
4.	<p><u>Expenditure Items:</u></p> <p><u>Foundation / KS1 Items: Outdoor Building Blocks for Foundation Class</u> A request has been received for funds of ~£3500 for Outdoor Building Blocks for Foundation Class. This item will be discussed at a future meeting.</p> <p><u>Whole School and KS2 Items</u> SH offered to ask AW if there were any projects to benefit the whole school or KS2. Also, is any of the current bank balance “earmarked” for an expenditure item (this may impact on the budget available for any future events such as the Xmas event). This item will be discussed at the next meeting.</p> <p><u>Agreed Expenditure Items</u> <u>KS1 / Foundation Outside Area</u> At a previous meeting the FOSS committee members agreed to £5000 funding for improvements to the KS1/Foundation playground. The Building work is now complete.</p> <p><u>Science / Sports Week</u> At a previous meeting the committee agreed to fund a Mini Planetarium for Science / Sports Week. This item is complete</p>	<p>-</p> <p>SH/AW</p> <p>COMP-LETE</p> <p>COMP-LETE</p>	<p>FUTURE MTG</p> <p>NEXT MTG</p> <p>-</p> <p>-</p>

5.	<p><u>Recent Events:</u></p> <p><u>Bingo Race – Sunday 19<sup>th</sup> June</u> Thank you to everyone who took part in and helped with another successful Bingo Race. Thanks especially to RS who organised the Bingo Race.</p> <p><u>Bags 2 School</u> Thanks to committee members who helped with the organisation of Bags2School. Thanks to everyone who contributed to the clothing collection on Friday 8<sup>th</sup> July.</p> <p><u>Sports Day – Friday 1<sup>st</sup> July</u> Thank you to RS and EP for organising the medals for Sports Day and to LB for organising Ice Pops for the children. Thanks to all committee members and friends who brought cakes for the refreshment stall.</p> <p><u>Summer Fete – Saturday 16<sup>th</sup> July</u> Thank you to all committee members for helping with the organisation of the Summer Fete. Also, the Committee would like to thank all Parents, Friends, Governors and all other volunteers who helped before, during and after the Summer Fete. A big thank you to everyone who helped with donation of Tombola Prizes, volunteering to run stalls, face painting, cake donations, helping on stalls, loan of PA equipment and hay bales, setting up gazebos, donation of raffle prizes, drawing of posters, Class Stalls and entertainment and so on – all help is gratefully received. VS / SH offered to send Thank You letters to those donating Raffle Prizes.</p> <p><u>Summer Term Disco – Friday 20<sup>th</sup> May</u> Thank you to everyone who helped with the Summer Term Disco.</p> <p><u>Year 6 Disco – Tuesday 19<sup>th</sup> July 7.30pm – 10pm</u> Thank you to everyone who helped with the Year 6 Disco.</p> <p><u>Year 6 Bibles</u> Thank you to everyone who organised the purchase of the Year 6 Bibles.</p> <p><u>Year 6 Evening Performances - Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> July</u> Thanks to committee members who volunteered on the evening of the Year 6 evening performance.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>VS/SH</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>BY NEXT MTG</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>
6	<p><u>Future Events:</u></p> <p><u>Bags 2 School</u> Thanks to SH/AH who have organised Bags2School for collection on Wednesday 12<sup>th</sup> October. SH has kindly booked the next two dates with Bags2School for 7<sup>th</sup> / 8<sup>th</sup> February 2017 and then 13<sup>th</sup> / 14<sup>th</sup> July 2017 for Drop Off and Collection.</p>	<p>SH</p>	<p>12 OCT 7/8 FEB 13/14 JUL</p>

<p><u>100 Club</u> NS offered to speak with CP to sort out money and forms. The committee agreed to extend the deadline for payment to the last day of term and to conduct the first draw on November 1st. VS offered to ask EP to add the form to the next Newsletter and send a reminder by Parentmail. AH offered to put 100 Club forms on the welcome table at Parents' Evenings on Monday 17<sup>th</sup> and Tuesday 18<sup>th</sup> October.</p>	NS/CP	31 OCT
	VS/EP	17 OCT
	AH	17/18 OCT
<p><u>Annual General Meeting 2016</u> The next AGM should take place within 15 months of the last AGM, which took place on 17<sup>th</sup> November 2015. It was suggested that the AGM is held on Tuesday 8<sup>th</sup> November to allow enough time for the accounts to be returned to GC from the Book-Keeper. SH offered to ask AW if this would be ok with school. It was agreed to have the next committee meeting after the AGM. VS offered to ask EP to send a Parentmail asking Parents and Friends to attend. Committee members were asked to bring parents and friends to the AGM. VS has volunteered to make a poster. Refreshments for the evening to be confirmed.</p>	GC SH/AW	8 NOV ASAP
<p><i>Note: Unfortunately it was not convenient to hold the next AGM on Tuesday 8<sup>th</sup> November. The AGM will take place on Tuesday 15<sup>th</sup> November at 6.30pm..</i></p>	VS/EP ALL VS	21 OCT 15 NOV ASAP
<p><u>School Disco – Friday 11<sup>th</sup> November</u> It was agreed to hold a KS1/Foundation and KS2 Disco on Friday 11<sup>th</sup> November. SH offered to ask AW if this date is suitable, and to ask staff if they would be prepared to attend in the evening. SH also offered to find a DJ available on this date and to check the cost. SH also offered to organise the tickets. Committee members including WE/KA/VS were asked to support on the evening. AH offered to coordinate buying Candy Floss.</p>	SH/AW SH SH VOLUN-TEERS AH	ASAP ASAP ASAP 11 NOV 11 NOV
<p><u>Xmas Cards</u> SH has kindly organised Xmas Card designs with each class. To be discussed at next meeting.</p>	-	BY NEXT MTG
<p><u>Xmas Hampers</u> SH offered to ask AW if Friday 25<sup>th</sup> November would be suitable for Non-Uniform Day, when parents are asked if they would be kind enough to donate items for Xmas Hampers. The Committee Members were asked if they would be kind enough to help to wrap Xmas Hampers on 29<sup>th</sup> November.</p>	SH/AW  VOLUN-TEERS	ASAP  AFTER 2 DEC
<p><i>Note: Following the meeting, the date for Non-Uniform Day has been changed to Friday 2<sup>nd</sup> December.</i></p>		
<p><u>Xmas Event</u> A discussion took place regarding a Xmas Event to be held on Friday 2<sup>nd</sup> December. It was agreed that FOSS would consider an event similar to the Winter Wonderland that was held a few years ago, so long as there were sufficient fund to cover the event (see Expenditure Items). Committee members were encouraged to think if they knew of a company who would</p>	ALL	BY NEXT MTG

	<p>like to sponsor the event. SH offered to ask AW if this date was suitable for school. LB offered to ring the ice rink hire company once the date was confirmed. The committee agreed that, should an ice rink not be available, a Winter/Xmas themed event would take place such as a Pop-up Circus or Family Xmas Party. Suggestions for Stalls were as follows:</p> <p style="padding-left: 40px;">Tina Rose Soaps Cards Jewellery (Chrissy) Santa's Grotto with Santa and Elf/Elves to include photos and gifts Canvas Bags Mulled Wine / Hot Chocolate</p> <p><u>Suggestions from previous meetings for future events:</u> Ideas for events include:</p> <ul style="list-style-type: none"> <li>• Bingo Night (Adult event)</li> <li>• Ladies' / Pamper Evening (Adult event)</li> <li>• Race Night (Adult event)</li> <li>• Quiz Night (Adult event)</li> <li>• Midnight Walk (Family Event)</li> <li>• Sponsored Walk / Bike Ride (Family Event)</li> <li>• BBQ (Family Event)</li> <li>• Camping for example at White Horse Hill (Family Event)</li> <li>• Film Night (Children's Event)</li> </ul>	SH/AW LB  -  -	2 DEC ASAP  BY NEXT MTG  AT NEXT MTG
7.	<p><u>AOB:</u></p> <p><u>School Website</u> At the last meeting, GC offered to write a paragraph for the school website to show where the funds raised by FOSS have been spent. To be confirmed for next minutes.</p>	-	-
8.	<p><b>Next Meeting date TUESDAY 15<sup>TH</sup> NOVEMBER 2016 at 6.30pm (AGM) then 8pm (Full Meeting) in the School Staff Room.</b></p> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> <li>1. Treasurer's Report <ul style="list-style-type: none"> <li>Charity Commission: Change of Trustees Outstanding invoices</li> <li>Dormant Account</li> <li>Funded Items</li> </ul> </li> <li>2. Items from previous minutes &amp; Other Matters Arising: <ul style="list-style-type: none"> <li>Printed Thank You Cards</li> <li>Barn Dance</li> <li>Astronomy Evening</li> <li>Canvas Bags</li> </ul> </li> <li>3. Expenditure Items / New Expenditure Items: <ul style="list-style-type: none"> <li>KS1/Foundation items - Outdoor Building Blocks</li> <li>Whole School / KS2 items</li> </ul> </li> </ol>	ALL	TBC

	<p>4. Recent Events  Bags to School  100 Club 2016-17</p> <p>5. Fund Raising Items / Forthcoming Events:  School Disco (11<sup>th</sup> NOV)  Xmas Cards  Xmas Hampers (2<sup>nd</sup> DEC)  Xmas Event (Winter Wonderland) (2<sup>nd</sup> DEC)</p> <p>Future Events:  Children's Event  Adults' Event  Family Event</p> <p>6. AOB</p> <p>7. Next meeting date  AGM + Committee Mtg Tuesday 15<sup>th</sup> November  Tuesday 22<sup>nd</sup> November (provisional)  Tuesday 10<sup>th</sup> January (provisional) to discuss:  Stanford's Got Talent (1<sup>st</sup> Feb)  Astronomy Evening  Barn Dance  Quiz / Bingo or similar Night</p> <p><u>AGM – Tuesday 15<sup>th</sup> November at 6.30pm</u>  AGM Agenda  - Treasurer's Report  - Chair's Report  o Past events  o Future events  - Election of Officers  - Questions from the floor  - AOB</p>		
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