

Friends of Stanford School Extraordinary Committee Meeting – Summer Fete Meeting

Tuesday 6th June 2017

Present: Sharon Hill, Richard Stillion, Eva Geekie, Lee Browning, Rhian Atkins, Wendy Edwards, Katie Amies, Emma Payne and Vicky Summers.

Apologies: Amanda Willis, Jess Smith, Nina Stillion, Maria Barnett, Diane Kirkman, Andy Hill and Gaby Clark.

[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.	<u>Treasurer's Report:</u> The Treasurer's Report will be updated at the next Full Meeting. Annual Return: The Annual Accounts (>£10K turn over) are due to be sent to the Charity Commission by the end of June 2017. GC kindly offered to coordinate this item. To be completed by end June.	- LB/VS/ AH/EG /GC	- JUNE'17
3.	<u>Items from Previous Minutes</u> Items from previous minutes will be discussed at the next meeting.		
4.	<u>Expenditure Items:</u> Expenditure items, including the New Budget Request, will be discussed at the next meeting.		
5.	<u>Recent Events:</u> No recent events.	-	-

6	<p><u>Future Events:</u></p> <p><u>Bags 2 School – to be discussed at the next meeting</u></p> <p><u>100 Club – to be discussed at the next meeting</u></p> <p><u>Yr 6 Leavers’ Disco – to be discussed at the next meeting</u></p> <p><u>Family Bingo Night – Saturday 30th September – to be discussed at the next meeting.</u> A suggestion was made to have a silent auction of small tasks, such as ironing or babysitting, at the Bingo Evening. Books of bingo tickets to go on sale during the evening. A discussion took place as to whether the evening should take place in the Village Hall.</p> <p><u>Bingo Race – Sunday 18th June</u> RS kindly offered to organize the Bingo Race on the Sunday of the Village Fete. Two races will be held at 10am and 11am. RS has asked the Football Club and Parish Council for permission to use the Football Field.</p> <p>RS offered to coordinate posters, photos, flyers and registration forms. VS and EG offered to promote the registration forms in the playground on Friday afternoons. Entry forms have already been put in book bags.</p> <p>EP offered to ask if the children can complete a practice at school before the race day. RS and EP volunteered to organize cards and medals.</p> <p>RS has asked the First Responders if they would be kind enough to attend and is waiting their reply.</p> <p>Set-up on the day will start at 9am. All volunteers welcome – all help gratefully received. RS offered to coordinate the list of helpers / volunteers. Marshals can arrive at 9.45am. AH and RS offered to organise the equipment and White Boards. LB offered to organize Ice Pops and Food (Bacon Rolls). GC offered to organize the float. Cups for water are in the school cupboard. EG offered to help with ice pops and cool boxes.</p> <p>The BBQ is stored in the shed. KA / AA offered to organize a truck to transport the BBQ in time for the Bingo Race.</p> <p><u>Winter Wonderland 2017 – Friday 24th November – to be discussed at the next meeting.</u></p> <p><u>Summer Fete:</u></p> <p>Face Painting and Glitter Tattoos VS offered to ask Stanford Art Group if they might like to help with Face Painting. Also Year 7 (last Year 6’s) to be asked if they would like to help too.</p> <p>Raffle</p>	<p>SH/AH</p> <p>ALL</p> <p>GC</p> <p>NS/VS</p> <p>RS</p> <p>RS/VS/EG</p> <p>EP RS/EP</p> <p>RS</p> <p>ALL VOLUNTEERS AH/RS LB/GC/ EG</p> <p>KA</p> <p>KA/WE /RA</p> <p>VS</p>	<p>JULY’17</p> <p>Ongoing</p> <p>JULY’17</p> <p>FUTURE MTG</p> <p>18 JUN</p> <p>ASAP</p> <p>BEFORE 18 JUN</p> <p>ASAP</p> <p>18 JUN</p> <p>By 18 JUN</p> <p>FUTURE MTG</p> <p>NEXT MTG</p>
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	SH kindly offered to contact businesses and individuals for raffle prizes. SH and VS volunteered to organize a letter for donations. It was agreed to ask more people if they would help to fold raffle tickets.	SH/VS	NEXT MTG
Bar	It was agreed to have Pimms, Bottles of Water, Gin and Prosecco. WE / KA offered to organize the fridge and freezer. Neil Mantle / RS / AH offered to staff the bar. RS offered to ask RE.	WE/KA RS/AH RS	NEXT MTG
Ice Cream	It was agreed to discuss at a later date having ice creams such as Mini Magnums. LB offered to ask if he could borrow a freezer.	LB	NEXT MTG
Tug-of-War	It was agreed to have Tug-of-War and to promote better with a separate poster.	VS	NEXT MTG
Hay Bales and PA System	SH kindly offered to speak with Mr Pontin regarding Hay Bales. David Bailey has kindly agreed to help with the PA System.	SH	NEXT MTG
Tombola	Non-Uniform day for Year Foundation to Year 5 will be Friday 14 th July. EP offered to ask AW if Year 6 Non-Uniform day could be Thursday 13 th July. Parents will be asked if they would be kind enough to bring donations for the tombola.	EP/AW	NEXT MTG
Nerf Gun Stall	RS offered to ask Dan Chester if he would be kind enough to bring his Nerf Gun Stall. Prizes should be considered.	RS	NEXT MTG
Sports Stalls	It was agreed to have trophies for children's prizes and wine for adults' prizes. Sports Stalls to include archery, with numbered spots for highest scores, and possibly Basketball, Football, Skittles, and Aunt Sally.	KA/WE/ RA	NEXT MTG
Canvas Bags	It was suggested to sell the Canvas Bags with the cake stall.	VS	NEXT MTG
Class Stalls	Enterprise Club Yr 1 Teddy Tombola Yr 2 Pick a lolly/sweets from under Plastic Cups. EG offered to source Sweets) Yr 3 Boat Race – EG offered to look for guttering Yr 4 Hook a Duck (Marble Mayhem in reserve) Yr 5 Luck Dip. EG offered to source party bag fillers. Yr 6 Name the Teddy and Sand Balloon Puppets	CLASSES – SEE SHOPPIN G LIST	NEXT MTG

<p>Selfie Shack VS offered to ask ZJ if she might organize decorations. Perhaps a background could be projected into a gazebo?</p>	VS/ZJ	NEXT MTG
<p>Amanda Matthews Animals DK has asked Amanda Matthews, who has kindly agreed to bring her animals to the Summer Fete. It was agreed to find out if photos with the animals is possible.</p>	DK	NEXT MTG
<p>Pocket Money Stall LB offered to look into ideas for a pocket money stall. For example solar powered gifts and balloons</p>	LB	NEXT MTG
<p>Punch Balloons It was agreed to sell punch balloons.</p>	LB	NEXT MTG
<p>Play Your Cards Right It was agreed to have this stall in reserve.</p>	VS	NEXT MTG
<p>Ambulance / PCSO SH has kindly offered to contact an Ambulance. Also SH has kindly contacted the local PCSOs. Unfortunately, there has been no response from the Fire Station.</p>	SH	NEXT MTG
<p>Jewellery Bags It was agreed to ask for donations of second hand costume jewellery from FOSS Committee Members and from parents via Parentmail. WE / KA offered to look into pins and board for organza bags for jewellery. It was agreed to ask Calligraphy Club if they might be kind enough to supply the lettering for the display.</p>	WE/KA	NEXT MTG
<p>Water and Wine EG kindly offered to store the wine bottle for the water and wine stall. LB and committee members were asked to collect empty wine bottles.</p>	EG LB / ALL	NEXT MTG
<p>Bouncy Slide / Circular Slide VS offered to confirm the Bouncy Slide with insurances.</p>	VS	NEXT MTG
<p>Parents Help Committee Members (KA/WE/RA) were kind enough to offer to help to recruit volunteers at Sports Day. NS/JS/MB and DK to be asked if they might be able to help. Last year parents (GD/RD) offered to run an extra stall but unfortunately it could not be organized in time. This year, SH offered to ask if they have a suggestion for a stall.</p>	KA/WE/ RA/NS/ JS/MB SH	NEXT MTG NEXT MTG
<p>Control List VS offered to coordinate a list of stalls, a shopping list and performance times.</p>	VS	NEXT MTG

	<p>Other Stalls Uniform Pot of Gold Cakes & Tea / Coffee / Squash – Governors to be asked if they would be kind enough to help with this stall.</p> <p>Shopping List It was agreed that a shopping list is to be made. EG offered to buy 4 frames for the winning posters. Prizes for Nerf Gun Stall. Sports Prizes – Trophies and wine. Children’s stall prizes including sweets / party bag fillers. Pocket Money stall items Punch Balloons Organza Bags / pins</p> <p>It was agreed to discuss the Summer Fete at the next meeting.</p> <p>VS offered to contact PTA-UK with regard to rules about use of Gazebos at school events – this is ongoing.</p> <p><u>Suggestions from previous meetings for future events – to be discussed at the next meeting</u></p>	<p>VS TBC SH</p> <p>VS/ALL</p> <p>ALL</p> <p>VS</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG NEXT MTG</p>
7.	<p><u>AOB:</u></p> <p><u>New Foundation Parents’ Info and Foundation Gift – to be discussed at the next meeting.</u></p> <p><u>Notice Board – complete</u></p> <p><u>FOSS Newsletter – to be discussed at the next meeting</u></p> <p><u>Sharing Assembly - complete</u></p>	<p>EG</p> <p>CLOSED</p> <p>-</p> <p>CLOSED</p>	<p>NEXT MTG</p> <p>-</p> <p>Ongoing</p> <p>-</p>
8.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting date THURSDAY 6TH JULY 2017 at 7.30pm in the School Staff Room. TO DISCUSS SUMMER FETE</p> <p>Items for the next Full Meeting Agenda:</p> <p>1. Treasurer’s Report Financial Update – Balance Update Outstanding invoices and income after expenditure from recent events Expenditure Items to be confirmed for the minutes.</p>	<p>ALL</p>	<p>6TH JULY</p>

	<p>Annual Return 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 thank yous Funded Items eg Outside Space payment</p> <p>2. Items from previous minutes & Other Matters Arising: Printed Thank You Cards Canvas Bags Allergies Parent Help</p> <p>3. Expenditure Items / New Expenditure Items: New School Budget Request KS1/Foundation items - Outdoor Building Blocks</p> <p>4. Recent Events Parent Questionnaire</p> <p>5. Fund Raising Items / Forthcoming Events:</p> <ul style="list-style-type: none"> • Family Bingo - Family Activity - VS/NS • 100 Club - MB • Bingo Race • Summer Fete • Xmas Activity - Winter Wonderland 2017 - KA/WE/RA 24th November • Bags to School • Yr 6 Leavers' Disco • New Foundation Parents/Children's gift <p>Future Events:</p> <p style="padding-left: 40px;">Children's Event Adults' Event Family Event</p> <p>6. AOB</p>		
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FOSS ACTIVITY LIST 2017			Week No
Activity	Lead Person	Comments	Date
-	-	-	-
FOSS Committee Meeting Dates	VS	Dates for Summer and Winter Terms to be confirmed	Tuesday 21st Feb 7.30pm Wednesday 22nd March 7.30pm Friday 28th April 3.30pm
AGM	LB/AH/GC/V S	No later than 15th Nov 2017 + 3 months (as per constitution) 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 Performance	LB/AH	Bar / Sweets / Crisps AH to ask Neil Mantle	17th/18th July
Bags2School	AH/SH	Every Parents' Evening	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.	6th May
Easter Activity - Easter Trail	AW/WE	AW to organise Easter Sentence 3xgifts needed 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.	Non-Uniform Day 14th July Fete 15th July 2pm-5pm
Family Activity - Barn Dance NOW FAMILY BINGO	VS/NS	Ticket Sales: Give out slips in Summer Term and at Summer Fete and at New Parents' Evening in May NS to organise Barn VS to organise Band GC to organise Licence	New Parents' Eve 9 th May Ticket Sales - Summer Term / Sept Barn Dance 30th Sept if available
100 Club	MB	Slips for New Parents New Description to be written ParentMail to continue? Announce at Sharing Assembly	Sharing Assembly -May 2017 New Parents' Eve 9 th May Ticket Sales - Summer Term / Sept 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