

Friends of Stanford School Committee Meeting

Wednesday 10th January 2018

Present: Lee Browning, Gaby Clark, Vicky Maunder, Rhian Atkins, Richard Stillion, Sharon Hill and Vicky Summers.

Apologies: Andy Hill, Katie Amies, Maria Barnett, Emma Payne, Amanda Willis, Eva Geekie 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></p> <p>The Treasurer's Report will be updated at the next Full Meeting.</p> <p>A thank you card was sent to Sally Barnes for auditing the accounts.</p> <p><u>The following items/invoices are from previous minutes:</u></p> <ul style="list-style-type: none"> • 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"> ○ money raised at each event is to be counted by two committee members, ○ the 100 Club winners to be listed for the accounts, ○ accounts to be made in "Daybook" format ○ 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>-</p> <p>-</p> <p>ALL</p> <p>ALL</p> <p>LB/VS/ AH/EG /GC</p> <p>VS/GC</p> <p>GC</p>	<p>-</p> <p>-</p> <p>FUTURE MTG</p> <p>BEFORE NEXT EVENT ASAP</p> <p>NEXT MTG</p> <p>NEXT MTG</p>

<p>3.</p>	<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>	<p>-</p> <p>-</p> <p>LB</p> <p>VS</p>	<p>-</p> <p>-</p> <p>BY NEXT EVENT</p> <p>BY NEXT EVENT</p>
<p>4.</p>	<p><u>Expenditure Items:</u></p> <p>Expenditure items were discussed as follows:</p> <ul style="list-style-type: none"> • 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>GC offered to ask AW for written quotation and for more information by email, along with written request for IT Budget (£4000).</p> <p><u>Items from Previous Minutes:</u> 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. 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 	<p>GC / AW</p> <p>ALL</p> <p>ALL</p> <p>GC</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG</p>

	<ul style="list-style-type: none"> - 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. - A discussion took place about having parent reps for “Feed-Forward” emails for more parental involvement. 	KA GC/AW EP	NEXT MTG NEXT MTG
5.	<p><u>Recent Events:</u></p> <p>Recent Events will be discussed at the next meeting:</p> <ul style="list-style-type: none"> • Family Bingo Night • Bags2School • November KS1/KS2 Disco • Christmas Hampers • Christmas Cards • 100 Club. GC offered to ask school for 100 Club money collected by Parentmail. <p><u>Items from Previous Minutes:</u> <u>FOSS Parent Questionnaire:</u> KA kindly organized a questionnaire for parents. The outcome of the questionnaire will be discussed at a future meeting.</p>	ALL GC KA/ALL	NEXT MTG ASAP NEXT MTG
6.	<p><u>Future Events:</u></p> <p><u>Stanford’s Got Talent – Wednesday 31st January:</u> Refreshments before evening starts and at interval.</p> <ul style="list-style-type: none"> - <i>Bar:</i> GC volunteered to organize Bar Licence and Float. - <i>Stock:</i> RA offered to find out what is on the stock list including crisps and chocolate. RA offered to liaise with LB for ketchup etc.. - <i>Hot Dogs:</i> LB offered to buy hot dogs and cook. (RA offered to ask EG if she would mind being available to cook hot dogs if LB is not available.) SH offered to ask AH if he would be kind enough to put the ovens on at 5.00pm. - <i>Volunteers:</i> WE / EP / VM / RA / (RS) / (VS) / LB / GC / EG offered to help serve refreshments – All volunteers are welcome. <p><u>Bags2School Tuesday 6th / Wednesday 7th February:</u> SH has kindly organized Bags2School. Bags have been sent to school and SH/AH have offered to put into school bags.</p> <p><u>Canvas Bags:</u> A number of Canvas Bags were left over from the Summer Fete. It was agreed to try to promote their sale in time for Mothering Sunday. VS offered to find the bags and place on a table at Parents’ Evening. VS offered to put a notice on the Noticeboard. SH offered to ask EP if a Parentmail could go out and if they could be sold from the office. SH also offered to put a post on Facebook.</p>	GC RA/LB/ EG/SH/ AH WE/EP/ VM/RA/ RS/VS/ LB/GC/ EG SH/AH VS VS SH/EP SH	31 JAN 31 JAN 31 JAN 31 JAN 6/7 FEB BY NEXT MTG BY NEXT MTG BY NEXT MTG

	<p><u>Foundation KS1 / KS2 Disco – Friday 2nd March:</u></p> <ul style="list-style-type: none"> - <i>Tickets:</i> It was agreed to put up the prices on the door as follows: <ul style="list-style-type: none"> ● Foundation/KS1 £2 before / £2.50 on the door ● KS2 £3 before / £3.50 on the door - <i>Tickets:</i> SH offered to update the flyers / tickets with new prices, and to ask EP to print tickets / flyers. - <i>Glow Sticks:</i> LB offered to look at other types of glow sticks to sell on the evening. - <i>Hot Dogs:</i> LB offered to buy / cook hot dogs, buns, etc.. - <i>Candy Floss:</i> It was agreed to wait to find out how much candy floss remains after SGT before asking AW to buy more. - <i>Disco Tickets:</i> RA offered to ask Pippa Clark if she would be kind enough to give out the flyers by 20th Feb and tickets. - <i>Bar:</i> GC offered to organize the Bar Licence. - <i>Organisation:</i> It was agreed to organize this event by email. <p><u>Adult Event:</u> It was agreed to decide at the next meeting what type of event to hold in May.</p> <p><u>Summer Fete – Saturday 14th July:</u> It was agreed to discuss the Summer Fete at the next meeting. RA offered to check with Beavers / Cubs so that camping dates are on different dates.</p> <p><u>Items from Previous Minutes:</u></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:</u> 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 ● Family Board Games 	<p>SH/EP</p> <p>LB</p> <p>LB</p> <p>AW</p> <p>RA</p> <p>GC</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>RA</p> <p>VS</p> <p>-</p>	<p>BY 20 FEB</p> <p>BY 2 MAR</p> <p>BY 2 MAR</p> <p>2 MAR</p> <p>20 FEB</p> <p>16 FEB</p> <p>2 MAR</p> <p>NEXT MTG</p> <p>NEXT MTG</p> <p>BY NEXT EVENT</p> <p>-</p>
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7.	<p><u>AOB:</u></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>	EG - -	NEXT MTG Ongoing Ongoing
8.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting date Wednesday 14th March at 7.30pm in the School Staff Room.</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 November KS1/KS2 Disco Christmas Hampers Christmas Cards 100 Club Stanford's Got Talent - 31 JAN - (6pm) Bags 2 School - 6/7 FEB KS1/KS2 Disco - 2 MAR - Bar Licence/Food Parents' Questionnaire 5. Fund Raising Items / Forthcoming Events: 	ALL	14 MAR

	<p>Easter Egg Trail - 19 MAR – 19 APR - WE to organise Adult Event - 4 MAY - tbc KS1/KS2 Disco - 18 MAY -- Bar Licence/Disco Bingo Race - 17 JUNE - Volunteers (agreed no food) Sports Day Refreshments - 6 JULY -- Baking Bags 2 School - 12/13 JULY -- drop off/pick up - SH/AH School Summer Fete - 14 JULY — Bar Licence (2-5pm)/Food/Gazebos - ALL Leavers Performance - 18/19 JULY– Bar Licence/Food – Volunteers</p> <p>Future Events: Children’s Event Adults’ Event Family Event</p> <p>6. AOB</p> <p>New Foundation Parents’ Info and Foundation Gift FOSS Newsletter Succession Planning - New Treasurer / New Secretary</p>		
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