

Friends of Stanford School Committee Meeting

Monday 23rd April 2018

Present: Amanda Willis, Eva Geekie, Emma Payne, Andy Hill, Gaby Clark and Vicky Summers.

Apologies: Katie Amies, Maria Barnett, Lee Browning, Vicky Maunder, Rhian Atkins, Richard Stillion, Sharon Hill 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> <u>Financial Update – Balance Update / Income / Expenditure Items:</u> GC gave a brief Treasurer's Report.</p> <p>Current Balance: £14,797 (Leaving around ~£5,000 after expenditure items)</p> <p>Funded Items committed: ~£1,500</p> <p>Contribution to school budget of £4,000 for 2017-2018 to be paid. AW will arrange a letter to request this contribution.</p> <p>AW & EP offered to ask any parents who might know of an accountant who would be able to review our accounts at the end of the academic year.</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: 	<p>-</p> <p>-</p> <p>AW</p> <p>AW / EP</p> <p>ALL</p> <p>ALL</p> <p>LB/VS/ AH/EG /GC</p> <p>VS/GC</p>	<p>-</p> <p>-</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>FUTURE MTG</p> <p>BEFORE NEXT EVENT ASAP</p> <p>NEXT MTG</p>

	<ul style="list-style-type: none"> ○ money raised at each event is to be counted by two committee members - confirmed, ○ the 100 Club winners to be listed for the accounts - confirmed, ○ accounts to be made in "Daybook" format - confirmed ○ projected spend (to include any plans for the potential for FOSS within an expanded school) to be confirmed. <ul style="list-style-type: none"> ● 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. 	GC	NEXT MTG
3.	<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>	- - LB VS	- - BY NEXT EVENT BY NEXT EVENT
4.	<p><u>Expenditure Items:</u></p> <p><u>New Expenditure Items:</u> New expenditure items were discussed and agreed including book marks for the Royal Wedding & Bunting.</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><u>Items from Previous Minutes:</u> Expenditure items discussed at previous meetings are 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>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>	AW AW/GC GC / AW ALL	BY NEXT MTG BY NEXT MTG NEXT MTG NEXT MTG

	<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. - A discussion took place about having parent reps for “Feed-Forward” emails for more parental involvement – see later. 	<p>ALL</p> <p>GC</p> <p>KA</p> <p>GC/AW EP</p>	<p>NEXT MTG</p> <p>NEXT MTG</p> <p>NEXT MTG NEXT MTG</p>
5.	<p><u>Recent Events:</u></p> <p><u>Letter from School Governors</u> A letter was received from School Governors thanking FOSS members and committee for arranging activities and raising money for the school budget and other items. The committee agreed that we appreciated being thanked by the Governors.</p> <p>Recent Events will be discussed at the next meeting:</p> <ul style="list-style-type: none"> • Family Bingo Night • Bags2School (Terms 1 and 2) • November KS1/KS2 Disco • Christmas Hampers • Christmas Cards • 100 Club. GC offered to ask school for 100 Club money collected by Parentmail. • Stanford’s Got Talent • Canvas Bag Sales • March KS1 / KS2 Disco • Easter Trail <p><u>Items from Previous Minutes:</u> <u>FOSS Parent Questionnaire:</u> The outcome of the questionnaire will be discussed at a future meeting.</p>	<p>-</p> <p>ALL</p> <p>GC</p> <p>KA/ALL</p>	<p>-</p> <p>NEXT MTG</p> <p>ASAP</p> <p>NEXT MTG</p>
6.	<p><u>Future Events:</u></p> <p><u>Adult Event:</u></p>		

	<p>The committee agreed not to hold an Adult Event during May due to lack of time to organize.</p> <p><u>May School Disco – Friday 18th May</u></p> <ul style="list-style-type: none"> • <i>Disco</i>: GC has confirmed the Disco for Friday 18th May • <i>Bar Licence</i>: GC has offered to get Bar Licence for Friday 18th May. • <i>Items for sale</i>: WE has offered to get finger torches, snap bands etc. in place of glow sticks. • <i>Bar</i>: RA has offered to complete a stock take of bar, chocolates etc. AH has offered to look into getting crisps, candy floss, chocolate etc.. • <i>Food</i>: EG has offered to ask LB if is able to organize the food. • <i>Tickets</i>: EP offered to ask PC regarding tickets, posters and flyers. • <i>Parent Help</i>: The committee agreed to continue with financial support for Year 5's transport to PGL in Year 6. EP offered to send a Parentmail asking Year 5 parents for help. EP and EG offered to coordinate a "sign-up" sheet to ask Year 5 parents for help on the night. • <i>Volunteers</i>: A number of committee members volunteered to help at each disco including WE/KA/AH/AW/EP/(VS KS2 & setting up). All volunteers are welcome. <p><u>Bingo Race – Sunday 17th June</u></p> <ul style="list-style-type: none"> • <i>Organisation</i>: RS has kindly continued to organise the Bingo Race. • <i>Start Time</i>: The committee suggested that there was only one race this year. RS to decide on the start time. • <i>Football Club</i>: RS to check on permissions required from the Football Club etc. • <i>Medals / Trophies</i>: RS has offered to organize medals for the Bingo Race & Sports Day and buy more if necessary. WE and RS offered to organize buying Trophies for the school fete. • <i>Ice Pops</i>: EG has ~80 ice pops. EG offered to arrange with LB to buy 350 ice pops for the Bingo Race and Sports Day. • <i>Food</i>: AH has offered to organise bacon & rolls • <i>Sponsorship</i>: AW will ask RS if sponsorship is required. • <i>Entry Forms</i>: AW and RS have offered to organize letters. • <i>School Practice</i>: AW will arrange a practise Bingo Race on Thursday 14th June. • <i>Entry Form Sales</i>: GC & EG have offered to sell places in the playground after school on Thursday 14th June and Friday 15th June. • <i>Poster / Noticeboard</i>: VS offered to look at updating the poster. VS offered to update the Noticeboard. • <i>Publicity</i>: AW offered to speak to Mrs Warren about putting it in the Parish Newsletter. • <i>Volunteers</i>: EP offered to send out a Parentmail / Newsletter request for parents and friends to volunteer as Marshals. Volunteers are required on the day. <p><u>Sports Day – Friday 6th July</u></p>	<p>-</p> <p>GC GC WE</p> <p>RA AH</p> <p>EG EP</p> <p>EP EP/EG</p> <p>WE/KA/ AH/AW/ EP (VS)</p> <p>RS</p> <p>RS RS</p> <p>RS</p> <p>WE/RS</p> <p>EG/LB</p> <p>AH AW/RS AW/RS AW</p> <p>GC/EG</p> <p>VS VS AW</p> <p>EP</p>	<p>-</p> <p>18 MAY 18 MAY 18 MAY</p> <p>18 MAY 18 MAY</p> <p>18 MAY ASAP</p> <p>ASAP ASAP</p> <p>18 MAY</p> <p>17 JUNE</p> <p>ASAP ASAP</p> <p>ASAP</p> <p>ASAP ASAP</p> <p>14 JUNE</p> <p>14/15 JUNE</p> <p>ASAP ASAP ASAP</p> <p>BEFORE 17 JUNE</p>
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	<ul style="list-style-type: none"> • <i>Refreshments</i>: FOSS Committee were requested to make / bring cakes • <i>Ice Pops</i>: Ice pops to be coordinated by EG/LB (see above). • <i>Requests for Summer Fete Volunteers</i>: EG offered to make a list of stalls for the Summer Fete. Volunteers are needed to ask parents at Sports Day if they would be kind enough to volunteer to help with Summer Fete stalls. 	ALL EG/LB EG VOLUN-TEERS	6 JULY 6 JULY 6 JULY 6 JULY
	<p><u>Bags-2-School – Thursday 12th / Friday 13th July</u> SH/AH kindly offered to coordinate Bags-2-School</p>	SH/AH	12/13 JULY
	<p><u>Summer Fete – Saturday 14th July</u></p> <ul style="list-style-type: none"> • <i>Bar Licence</i>: GC has offered to organise Fete Bar Licence for Saturday 14th July. • <i>Bunting</i>: The committee agreed to purchase more bunting. AW offered to organize. • <i>Bar</i>: AH / RS offered to run on the day. AH offered to ask NM if he would be kind enough to help. • <i>PA</i>: AH offered to ask DB if he would be ok to bring his PA equipment and make the announcements on the day. • <i>Hay Bales</i>: AH offered to ask Mr P if we could borrow hay bales on the day. • <i>Lucky Dip</i>: EG offered to buy prizes in time for Year 6 wrapping on 10th/11th July. • <i>Raffle / Teddy Tombola</i>: SH offered to coordinate. • <i>Cakes</i>: EG offered to organize request slips and plates to be given to parents on Thursday 5th July. AW offered to ask the School Governors if they would be kind enough to help with tea/coffee & cakes • <i>Tombola</i>: Non-uniform day to be organised for 13th July (?). • <i>Fire Engine / Tractor</i>: AH/SH offered to ask if a Fire Engine or Tractor or similar could attend. • <i>Class Stalls – Suggestions</i>: <ul style="list-style-type: none"> ○ Lucky Dip ○ Teddy Tombola ○ Punch Balloons ○ Mugs' Game ○ School Bag Craft ○ Human Fruit Machine. • <i>Jewellery / Matchbox Car Stalls</i>: It was suggested that the jewellery stall could be run again. Also, a small car stall could be run along the same lines. • <i>Other Stalls</i>: GC offered to ask about the Nerf Gun Stall. 	GC AW AH/RS AH AH EG SH EG/AW VOLUN-TEERS AH/SH TBC TBC GC	ASAP BY NEXT MTG BY NEXT MTG BY NEXT MTG BY NEXT MTG 10 JULY 10 JULY 5 JULY 13 JULY ASAP TBC TBC BY NEXT MTG
	<p><u>Year 6 Performances Refreshments – Wed 18th & Thurs 19th July</u> EG offered to organise the Bar Licence for both Year 6 performances (5pm to 8pm).</p>	EG	18 JULY
	<p><u>Items from Previous Minutes:</u> VS offered to contact PTA-UK with regard to rules about use of Gazebos at school events – this is ongoing.</p>	VS	14 JULY

	<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 	-	-
7.	<p><u>AOB:</u></p> <p><u>Parent Helpers – Class Reps</u> AW offered to ask parents if they would be kind enough to become “Class Representatives”.</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>	AW EG - -	ASAP NEXT MTG Ongoing Ongoing
8.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting date Friday 25th May at 3.15pm in the School Staff Room for 1 hour.</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 	ALL	25 MAY

	<p>Charity Commission: Change of Trustees Dormant Account Items to be confirmed for the minutes eg changes to accounting method Funded Items</p> <p>2. Items from previous minutes & Other Matters Arising: Printed Thank You Cards Allergies Parent Help</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 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</p> <p>5. Fund Raising Items / Forthcoming Events: 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 Class Reps New Foundation Parents’ Info and Foundation Gift FOSS Newsletter Succession Planning - New Treasurer / New Secretary</p>		
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