

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.	<p>AOB</p> <ul style="list-style-type: none"> • It was agreed with GC to close the film licence account and re-open should the committee decide to hold another film evening. • The following expenditure was confirmed (total ~£3000): <ul style="list-style-type: none"> Whole school music workshop ~£400 Art Workshop – Giant Sculpture ~£400 Cameras / memory card ~ £500 Replacement Reading Books ~£200 Music Stands ~£200 Assembly Box £330 	GC -	- -
3.	<p><u>Next FOSS Committee Meeting:</u></p> <p>Next Meeting date TUESDAY 21st February 2017 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"> Charity Commission: Change of Trustees Dormant Account Outstanding invoices Funded Items 2. Items from previous minutes & Other Matters Arising: <ul style="list-style-type: none"> Printed Thank You Cards Barn Dance Astronomy Evening Canvas Bags 3. Expenditure Items / New Expenditure Items: 	ALL	21FEB

	<p>KS1/Foundation items - Outdoor Building Blocks Whole School / KS2 items</p> <p>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</p> <p>5. Fund Raising Items / Forthcoming Events: Foundation&KS1 / KS2 / Yr 6 Discos - DK / GC 3rd Mar Adult Disco - MB/ZI/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</p> <p>Future Events: Children's Event Adults' Event Family Event</p> <p>6. AOB 7. Next meeting date</p>		
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FOSS ACTIVITY LIST 2017			Week No
Activity	Lead Person	Comments	Date
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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/ZI/JS/N L	MB/ZI/JS/NL to be asked if they would organise. GC to book disco and Bar Licence. Theme / Tickets / Bar / Food to be organised.	1st Apr
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	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 xx 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 xx 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

