

Friends of Stanford School Committee Meeting

Tuesday 15th November 2016

Present: Andy Hill, Sharon Hill, Gaby Clark, Lee Browning, Wendy Edwards, Rhian Atkins, Eva Geekie, Katie Amies, Jess Smith, Maria Barnett, Amanda Willis, Nina Stillion, and Vicky Summers.

Apologies: Emma Payne and Richard Stillion.

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

| | Item / Action | Who? | When? |
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| 1. | <p><u>Previous Minutes:</u> Previous minutes were approved.</p> | - | - |
| 2. | <p><u>Treasurer's Report:</u> GC gave a brief Treasurer's Report and commented on the Annual Report. The committee agreed to send flowers to Sally Barnes as a thank you for auditing the accounts for the last academic year. SB requested the following:</p> <ul style="list-style-type: none"> money raised at each event is counted by two committee members, to list 100 Club winners, accounts to be made in "Daybook" format projected spend (to include any plans for the potential for FOSS within an expanded school). <p><u>Financial Update:</u></p> <p>Balance at 15/11/16 £10,315</p> <p>Foundation / KS1 & KS2 Disco: Income: ~£924 Income after expenditure: ~£700</p> <p>Bags to School: Income: £118-40</p> <p><u>The following items/invoices are from previous minutes:</u></p> <ul style="list-style-type: none"> • GC has organised the payment and a confirmation letter to the PPC for the KS1/Foundation Outside Area. • Charity Commission: GC to be added to the list of Trustees of FOSS with the Charity Commission. • 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. • Funded Items: <ul style="list-style-type: none"> ○ Foundation/KS1 Space balance payment to be confirmed for the minutes. | <p>-</p> <p>ALL</p> <p>GC</p> <p>GC</p> <p>ALL</p> <p>-</p> <p>-</p> <p>GC/LB/AH/V</p> <p>-</p> | <p>-</p> <p>EACH EVENT MONTHLY</p> <p>-</p> <p>NEXT MTG</p> <p>-</p> <p>-</p> <p>FUTURE MTG</p> <p>FUTURE MTG</p> |

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| | <ul style="list-style-type: none"> ○ Planetarium payment was confirmed as £824. ○ Leavers' Bibles payment was confirmed. ○ Yr 6 Disco payment was confirmed. | | |
| 3. | <p><u>Items from Previous Minutes</u></p> <p><u>Thank You Cards</u> 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 – Date TBC</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>Astronomy Evening - Date TBC</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> | - | - |
| | | NS/VS | FUTURE MTG |
| | | VS | FUTURE MTG |
| | | - | FUTURE MTG |
| 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> Any projects to benefit the whole school or KS2 were discussed. 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 New Expenditure Items:</u> The FOSS Committee agreed to funding of around £100 of Nativity Play Costumes. To be updated at next meeting.</p> | - | FUTURE MTG |
| | | SH/AW | NEXT MTG |
| | | - | FUTURE MTG |

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| | <p>The FOSS Committee agreed to funding cameras and SD cards for the whole school to enjoy.</p> <p>The FOSS Committee agreed to fund Christmas gifts (£50 for each class).</p> | - | - | | | | | | | | | | | | |
| 5. | <p><u>Recent Events:</u> <u>Bags 2 School</u> Thanks to committee members AH and SH who helped with the organisation of Bags2School. Thanks to everyone who contributed to the clothing collection on Wednesday 12th October.</p> <p><u>Annual General Meeting 2016</u> The AGM took place on 15th November. Thank you to all committee members, friends, staff and parents who joined the meeting. AGM minutes were issued separately.</p> <p><u>School Disco – Friday 11th November</u> Thank you to all parents, staff, friends and committee members who supported the School Disco. There was a good response from parents and children, which was reflected in the income after expenditure.</p> <p><u>100 Club</u> Thank you to committee members for helping to organise the 100 Club, in particular CP, EP and NS. 50 numbers were sold and the first draw (October) has taken place. MB kindly offered to take on 100 Club for the next academic year. The committee agreed to explain again to parents how to join the 100 Club towards the end of the current academic year.</p> <p><u>Xmas Cards</u> Thank you to SH for organising Xmas Card designs with each class. The committee agreed that the artwork was really good. Takings were around £1300. Income after expenditure to be discussed at next meeting.</p> | - | - | | | | | | | | | | | | |
| 6 | <p><u>Future Events:</u> <u>Bags 2 School</u> SH has kindly booked the next two dates with Bags2School for 7th / 8th February 2017 and then 13th / 14th July 2017 for Drop Off and Collection.</p> <p><u>Xmas Hampers</u> EP and GC have offered to send a Parentmail message to ask if parents would be kind enough to donate items for Xmas Hampers on Non-Uniform Day, which coincides with Art Day on Tuesday 29th November. It was agreed to request that each class donates according to the theme below:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Foundation Class</td> <td>Sweets and Chocolate Hamper</td> </tr> <tr> <td>Class 1</td> <td>Children’s Hamper</td> </tr> <tr> <td>Class 2</td> <td>Christmas Hamper</td> </tr> <tr> <td>Class 3</td> <td>Christmas Hamper</td> </tr> <tr> <td>Class 4</td> <td>Beauty/Pamper Hamper</td> </tr> <tr> <td>Class 5</td> <td>Children’s Hamper</td> </tr> </table> | Foundation Class | Sweets and Chocolate Hamper | Class 1 | Children’s Hamper | Class 2 | Christmas Hamper | Class 3 | Christmas Hamper | Class 4 | Beauty/Pamper Hamper | Class 5 | Children’s Hamper | SH | 7/8 FEB |
| Foundation Class | Sweets and Chocolate Hamper | | | | | | | | | | | | | | |
| Class 1 | Children’s Hamper | | | | | | | | | | | | | | |
| Class 2 | Christmas Hamper | | | | | | | | | | | | | | |
| Class 3 | Christmas Hamper | | | | | | | | | | | | | | |
| Class 4 | Beauty/Pamper Hamper | | | | | | | | | | | | | | |
| Class 5 | Children’s Hamper | | | | | | | | | | | | | | |
| | | EP/GC | ASAP | | | | | | | | | | | | |

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| | <p>Class 6 Drinks Hamper</p> <p>JS / SH / AH kindly volunteered to help coordinate wrapping hampers. Committee Members, Parent Helpers and Parents were asked to volunteer to help with wrapping the hampers, which will take place at school on Tuesday 29th November. NS offered to buy cellophane. Volunteers will be required to help to sell tickets at the Foundation/KS1 and KS2 Nativity Plays on 6th, 7th & 12th December.</p> <p><u>Xmas Film Night</u> The FOSS movie night will be held on Friday 2nd December. It was agreed to show the film "Elf" from 5.15pm. GC offered to organise the licence for the film. There will only be enough time to show the film once to Foundation / KS1 and KS2 altogether. KA kindly volunteered to organise. KA offered to ask EP if a Parentmail could go out. As the Film Night will be Free Entry and tickets not required, parents have been asked to let KA know if they would like to come along. Parents must accompany Foundation & Year 1 children but parents need not accompany older children. FOSS Committee Members were asked to volunteer to support on the evening (WE / JS / MB / KA / NS / GC / SH / AH / VS kindly volunteered). VS / KA offered to draw up a poster. The Committee agreed to have a bar and to sell refreshments (mince pies, Popcorn, Candy Floss and Hot Dogs). LB offered to source mince pies & Popcorn Bags.</p> <p><u>Winter Wonderland 2017</u> At the AGM it was agreed to form a sub-committee to start organisation as soon as possible. A provisional date to be set at the meeting in January.</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) | <p>JS/SH/AH /VOLUNTEERS</p> <p>NS VOLUNTEERS</p> <p>GC</p> <p>KA KA / EP</p> <p>WE/JS/ MB/KA/ NS/GC/ SH/AH/ VS LB</p> <p>-</p> <p>-</p> | <p>29 NOV</p> <p>29 NOV 6 / 7 / 12 DEC</p> <p>BEFORE 2 DEC 2 DEC ASAP</p> <p>2 DEC</p> <p>10 JAN</p> <p>-</p> |
| 7. | <p><u>AOB:</u> <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> | LB | EACH EVENT |

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| | <p><u>Paragraph for School Website</u> This item is complete.</p> <p><u>Calendar and Budget Meeting</u> The committee agreed to hold a meeting to agree the calendar for the forthcoming year at the committee meeting in January. It was also agreed to form a budget for the current year and a plan for the next 2 years at the same meeting.</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> | - | - |
| 8. | <p>Next Meeting date TUESDAY 10TH JANUARY 2016 at 8pm 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: <ul style="list-style-type: none"> KS1/Foundation items - Outdoor Building Blocks Whole School / KS2 items 4. Recent Events <ul style="list-style-type: none"> Xmas Hampers Xmas Film Night 5. Fund Raising Items / Forthcoming Events: <ul style="list-style-type: none"> Bags to School Winter Wonderland 2017 <p>Future Events:</p> <ul style="list-style-type: none"> Children's Event Adults' Event Family Event 6. AOB 7. Next meeting date <ul style="list-style-type: none"> Tuesday 10th January (provisional) to discuss: <ul style="list-style-type: none"> Stanford's Got Talent (1st Feb) Astronomy Evening Barn Dance Quiz / Bingo or similar Night | ALL | 10 JAN |