

Friends of Stanford School Committee Meeting

Wednesday 4th November 2015

Present: Lee Browning, Nina Stillion, Eva Geekie, Sharon Hill, Amanda Willis, Vicky Summers.

Apologies: Richard Stillion, Andy Hill.

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

	Item / Action	Who?	When?
1.	<u>Previous Minutes:</u> Previous minutes were approved.	-	-
2.	<p><u>Treasurer's Report:</u> Full Treasurer's Report to be given at AGM / future meeting. A stock take to be carried out, if possible, for the end of year treasurer's report. LB volunteered for this.</p> <p>School Disco Income ~£680 TBC Invoices to be confirmed at next meeting.</p> <p>The following items/invoices are outstanding:</p> <ul style="list-style-type: none"> • Football kits have not been purchased yet. AW has asked Mr Rhodes for his input / costings. • Minibus – to be discussed at a future meeting. • Invoices for Playground Table Tops has not yet been received. • AW offered to organise invoices for Year 6 Residential transport, Garden Club fuel / Minibus. • EG and NS offered to organise invoices from MyCarer and Football Club from Bingo Run. 	<p>- LB</p> <p>AW</p> <p>AW</p> <p>EG/NS</p>	<p>-</p> <p>By Next Meeting</p> <p>By Next Meeting</p> <p>By Next Meeting</p>
3.	<p><u>Items from Previous Minutes</u></p> <p><u>School Hall Lighting</u> VS/SH to send a thank you card to DB on behalf of FOSS.</p> <p><u>House Sale Voucher</u> A Thank You note was sent to Douglas Gribben for their generous donation of a House Sale Voucher. A thank you note to the FOSS member who bought the House Sale Voucher to be confirmed.</p> <p><u>Bags to School</u> A query was raised by a villager with one of the School Governors regarding the ethical nature of Bags2School. Around £350 is raised per year through Bags2School. This item was researched and the committee members were satisfied that the Bags2School Company was suitable to use for fundraising.</p> <p><u>FOSS Posters</u> VS offered to draw up posters with requests to help at each event. SH and</p>	<p>VS/SH</p> <p>VS/SH</p> <p>-</p>	<p>By Next Meeting</p> <p>By Next Meeting</p> <p>-</p>

	<p>AW offered to organise poster cabinets. It was noted that the FOSS noticeboard needs to be updated.</p> <p><u>Summer Fete</u> FOSS need to find someone to take on the organisation of the fete. The committee hope that EG will be able to pass on her knowledge and expertise to the new person.</p> <p>Continuing from the previous meeting, SH kindly offered to send thank you letters, and VS to help, to the following people for help at the Summer Fete:</p> <ul style="list-style-type: none"> • All parents and friends who donated and made contributions to the tombola, cake stall and raffle and who helped to set-up and helped on stalls (SH to ask AW to add to Newsletter) • The Governors who helped with teas and coffees (SH to ask AW to add to Newsletter) • David Bailey for organising the PA system (SH/VS to send letters) • PCSO / First Responder / Fire Service (SH/VS to send letters) • Ms Warner’s friend with the Bouncy Castle for his donation (SH/VS to pass on thanks via Ms Warner) • All businesses and individuals who contributed prizes towards the raffle (SH has list / see previous minutes for list - SH/VS to send letters) • CG for allowing FOSS to borrow Hay Bales – SH/VS to send letter 	<p>VS/SH/ AW</p> <p>EG</p> <p>SH VS</p> <p>SH/AW SH/AW</p> <p>SH/VS SH/VS SH/VS</p> <p>SH/VS</p> <p>SH/VS</p>	<p>By Next Meeting</p> <p>When Possible</p> <p>By Next Meeting</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>
4.	<p><u>Expenditure Items:</u></p> <p><u>Playground Table Tops</u> 5 Table Top Game Boards and 2 extra Table Top Tables have been installed.</p>	-	-
5.	<p><u>Recent Events:</u></p> <p><u>Autumn Term KS1/KS2 Disco</u> The school disco was a successful event, and raised ~£680.</p> <p><u>100 Club</u> Thanks to NS for organising the 100 Club. 32 numbers have been sold.</p>	-	-
6.	<p><u>Future Events:</u></p> <p><u>Christmas Cards</u> Thanks to staff and children for making Christmas Cards. Order to be placed this weeks – SH offered to organise.</p> <p><u>AGM – Wednesday 14th October 7pm – rescheduled for Tuesday 17th November</u> Unfortunately, the AGM could not take place on Wednesday 14th October. The AGM has been rescheduled for Tuesday 17th November at 6.30pm to 7pm. VS offered to make posters and SH volunteered to put them up.</p>	<p>SH</p> <p>ALL</p>	<p>w/c 9th NOV</p> <p>17th NOV</p>

<p>Children can wait in the library during the meeting. LB offered to organise nibbles, wine & squash. The committee was asked to bring two or more people each! SH offered to ask AW if a Parentmail message could be arranged.</p>	<p>VS/SH LB SH/AW</p>	<p>ASAP 17TH NOV ASAP</p>
<p><u>Xmas Hampers</u> The first Xmas Nativity Plays are scheduled for the week commencing 8th December. Non-uniform day is scheduled for 27th November. Children will be asked to kindly bring in donations for Xmas Hampers. AW offered to look for the letter for Xmas Hampers (each class to bring in for same hamper as last year) and will include a request for help from parents to help with wrapping. The Hampers will be wrapped during the school day on Friday 27th November.</p>	<p>VOLUNTE ERS</p>	<p>27TH NOV</p>
<p>LB offered to ask Roves Farm for a donation. LB offered to organise a Fruit Hamper.</p>	<p>LB</p>	<p>8TH DEC</p>
<p>SH offered to check the quantity of cellophane remaining in FOSS stocks. NS offered to order cellophane, sellotape and wrapping paper where needed.</p>	<p>SH NS</p>	<p>27TH NOV</p>
<p>EG offered to organise raffle tickets with school office.</p>		
<p>The raffle draw will be scheduled for 15th Dec at Nativity Play. Volunteers are required to help sell tickets.</p>	<p>EG</p>	<p>27TH NOV</p>
<p><u>Xmas Disco – Friday 4th December</u> It was decided not to continue with a Xmas Disco until there are more FOSS members available to help with running the disco.</p>	<p>VOLUNTE ERS</p>	<p>15TH DEC</p>
<p><u>Bags2School</u> NS offered to book Bags2School for the following dates:</p> <ul style="list-style-type: none"> - Drop Off 26th Nov Pick up 27th Nov (if possible) - Drop Off 5th May Pick up 6th May (if possible) - Drop Off 7th July Pick up 8th July 	<p>- NS</p>	<p>- When Possible</p>
<p><u>Suggestions for future events:</u> Future events to be put on hold until there are enough people to support. This will be discussed at the next meeting.</p> <ul style="list-style-type: none"> - Bingo / Race Nights - Discos - Film Night <ul style="list-style-type: none"> o An approximate cost for a film night would be around £90. VS to continue to investigate the feasibility. SH offered to ask a parent from another school association about costs. To be discussed after the AGM. - Winter Wonderland <ul style="list-style-type: none"> o It was decided that there were not enough people to organise a Winter Wonderland this year. 	<p>- VS / SH</p>	<p>- By Next Meeting</p>

7.	<p><u>AOB:</u></p> <p><u>Recruitment to FOSS Committee and for help at FOSS events.</u> It was agreed that more members need to be recruited to the committee as general committee members as well as in the Treasurer role. In addition, the Committee recognise that more help is required at FOSS events. The Committee were encouraged to ask members if they would help. VS offered to speak at Sharing Assembly on 13th November to ask for assistance. SH and NS offered to give flyers to parents at the Sharing Assembly.</p>	<p>ALL</p> <p>VS SH/NS</p>	<p>13 NOV</p> <p>13th NOV</p>
8.	<p>Next Meeting date TBC at 8pm (Full Meeting)</p> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> 1. Treasurer's Report Outstanding invoices 2. Items from previous minutes & Other Matters Arising: School Hall Lighting – thank you letter. Summer Fete – thank you letters House Sale Voucher- thank you letter FOSS Posters / Noticeboard 3. Expenditure Items / New Expenditure Items: Year 6 Residential Transport Costs Minibus Football Kits Garden Club fuel 4. Recent Events AGM Xmas Hampers Xmas Disco Friday 4th Dec – on hold Craft Xmas Card Bags2School 5. Fund Raising Items / Forthcoming Events: Bingo Night or Race Night to be discussed Film Night to be discussed Spring Term and Summer Term Discos 6. AOB Recruitment / Helpers 7. Next meeting date <p><u>AGM Agenda</u></p> <ul style="list-style-type: none"> - Treasurer's Report - Chair's Report <ul style="list-style-type: none"> o Past events o Future events - Election of Officers (EG is looking to resign as Treasurer. The committee were requested to ask parents and friends if they would like to stand for Treasurer.) 	<p>ALL</p> <p>ALL</p>	<p>TBC</p> <p>17th Nov</p>

	<ul style="list-style-type: none">- Questions from the floor- AOB		
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