

## Friends of Stanford School Committee Meeting

Tuesday 12<sup>th</sup> January 2016

Present: Lee Browning, Emma Payne, Zoe Jones, Maria Barnett, Claire Petworth, Katie Amies, Rhian Atkins, Nina Stillion, Sharon Hill, Andy Hill, Gaby Clark, and Vicky Summers.

Apologies: Richard Stillion, Wendy Edwards, Jess Smith, Eva Geekie, and Amanda Willis.

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

	Item / Action	Who?	When?
1.	<u>Previous Minutes:</u> Previous minutes were approved.	-	-
2.	<u>New Committee:</u> New Committee members elected at the recent AGM, along with current committee members, were welcomed to the committee.	-	-
3.	<p><u>Treasurer's Report:</u></p> <p>GC presented the Treasurer's Report, beginning with thanks to previous FOSS Treasurer, Eva Geekie. The Committee also thanked Eva for her hard work and dedication, and we wish her a speedy recovery.</p> <p>A full Treasurer's Report was given at the recent AGM. Stock take to be confirmed with LB.</p> <p>The committee voted unanimously to change the Bank Mandate to change signatures for the Bank Account.</p> <p>Balance at 12<sup>th</sup> December 2015: £12,075</p> <p>Financial Update:</p> <p>Bags to School:   Income: £153.20                           Profit: £153.20</p> <p>Christmas Card:   Income: £1387                           Profit: £413.90</p> <p>Christmas Hampers:   Income: £839.20                               Profit: £824.21</p> <p>It was agreed that there is a need to change the Bank Account name to FOSS. Also, it was agreed that GC should be added to the list of Trustees of FOSS with the Charity Commission.</p> <p>FOSS accounts for 2014-2015 need to be filed with the Charity Commission. The current Trustees and GC to organise this before the deadline of 30<sup>th</sup> June 2016.</p>	<p style="text-align: center;">-</p> <p style="text-align: center;">LB</p> <p style="text-align: center;">-</p> <p style="text-align: center;">GC</p> <p style="text-align: center;">LB/GC/ AH/VS</p>	<p style="text-align: center;">-</p> <p style="text-align: center;">NEXT MTG</p> <p style="text-align: center;">-</p> <p style="text-align: center;">AS SOON AS IS PRACTICABLE</p> <p style="text-align: center;">BY 30JUN</p>

	<p>The following items/invoices are outstanding (Invoices to be confirmed at next meeting):</p> <ul style="list-style-type: none"> <li>• The invoice for the Minibus used for Gardening Club's visit to RHS Wisley is still outstanding.</li> <li>• Purchase of Football kits to be confirmed. At a previous meeting, AW offered to ask Mr Rhodes for his input / costings.</li> <li>• Minibus – to be discussed at a future meeting.</li> <li>• Invoices for Playground Table Tops to be confirmed.</li> <li>• Invoices for Year 6 Residential transport</li> <li>• Invoices from MyCarer and Football Club from Bingo Run to be confirmed.</li> </ul>	AW	BY NEXT MTG
4.	<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 to the FOSS member who bought the House Sale Voucher to be sent by VS/SH.</p> <p><u>FOSS Posters</u> VS offered to draw up posters with requests to help at each event. SH and AW offered to organise where to put poster cabinets.</p> <p><u>Summer Fete (from previous minutes)</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, Thank You cards were sent to local businesses and individuals who donated gifts to the raffle at the Summer Fete. VS &amp; SH offered to coordinate the remaining Thank You cards as follows:</p> <ul style="list-style-type: none"> <li>• David Bailey for organising the PA system</li> <li>• PCSO / First Responder / Fire Service</li> <li>• Ms Warner's friend with the Bouncy Castle for his donation (to pass on thanks via Ms Warner)</li> <li>• CG for allowing FOSS to borrow Hay Bales</li> </ul>	VS/SH  VS/SH  VS/ SH/AW  VS/SH	BY NEXT MTG  BY NEXT MTG  AT EACH EVENT BY NEXT MTG  BY NEXT MTG
5.	<p><u>Expenditure Items:</u></p> <p><u>School Hardship Fund</u> A discussion took place on the feasibility of a Hardship Fund for families who may struggle to pay for school trips etc.. AW to be asked whether this would be a suitable item for FOSS.</p> <p><u>Other Expenditure Items</u></p>	AW	AT NEXT MTG

	Expenditure items to be discussed with AW at next meeting.	AW	AT NEXT MTG
6.	<p><u>Recent Events:</u></p> <p><u>100 Club</u> 32 numbers have been sold – thank you to everyone who bought a number. The Prize Money has been separated to give to winners. CP volunteered to take on the 100 Club for next academic year, and to consider selling numbers at the Summer Fete or last Sharing Assembly. The 100 Club letter could be made available on the school website.</p> <p><u>Christmas Hampers</u> The Raffle of Christmas Hampers was a great success, raising over £800, considerably more than last year. Thanks to EG and EP for organising raffle tickets. Thanks to everyone who donated gifts, and everyone who bought tickets. Thanks to everyone who helped to wrap hampers, and helped to sell tickets.</p> <p><u>Christmas Cards</u> Thanks to staff and children for making Christmas Cards and to parents for buying them. Thanks to Mrs Adamson for organising the artwork and to SH for organising the order. Sales of Christmas Cards raised over £400. VS &amp; SH offered to send Mrs Adamson a thank you card.</p> <p><u>AGM</u> The AGM took place on Tuesday 17<sup>th</sup> November. Thank you to everyone who attended.</p> <p><u>Bags to School</u> The Income from Bags to School donations was £153.20. Thanks to all who donated.</p>	<p>CP</p> <p>-</p> <p>VS/SH</p> <p>-</p> <p>-</p>	<p>BEFORE SEPT 2015</p> <p>-</p> <p>BY NEXT MTG</p> <p>-</p> <p>-</p>
7.	<p><u>Future Events:</u></p> <p><u>Stanford's Got Talent – Wednesday 27<sup>th</sup> January 2016</u> LB offered to organise drinks, sweets and hot dogs etc.. GC and LB offered to organise the float for the evening. NS offered to give the price list for refreshments to GC. EP offered to send a Parentmail to advertise the refreshment stall. SH offered to ask Gym Club if they would be ok to cancel for the evening. KA/WE volunteered to help to set-up the refreshment stall in the central area outside Yr 6 classroom. The committee were asked if they would be able to volunteer to help with setting up and sales before the performance and during the interval.</p> <p><u>KS1/KS2 Disco</u> A date was agreed for the next school disco (subsequently changed to Thursday 11<sup>th</sup> February due to availability of the disco). SH volunteered to ask Darren Rolls to provide the disco. A member of FOSS, Pippa Clark, has informed NS that she would be happy to issue tickets during the school</p>	<p>LB GC /LB NS/GC EP SH KA/WE</p> <p>VOLUN-TEERS</p> <p>SH</p>	<p>BEFORE 27 JAN</p> <p>27 JAN</p> <p>27 JAN</p> <p>ASAP</p>

	<p>day for the next disco. SH &amp; AH offered to check with AW and teachers that enough staff members can attend.</p> <p><u>Easter Egg Trail</u> It was agreed that it would be good to hold another Easter Egg Trail from Saturday 19<sup>th</sup> March until Sunday 10<sup>th</sup> April. SH/NS offered to ask AW to think of another Easter related phrase and to start to consider the walking route. This will be discussed at the next meeting.</p> <p><u>Bags2School</u> NS has organised Bags2School to collect clothing bags on Wednesday 10<sup>th</sup> February. AH volunteered to coordinate the collection at school. Drop off will take place during Parents Evening on Tuesday 9<sup>th</sup> February. Committee members were asked to put up posters around the village.</p> <p><u>Bingo Race</u> RS has offered to organise the Bingo Race again this year. Dates to be confirmed.</p> <p><u>Thank You Cards</u> 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.</p> <p><u>Canvas Bags</u> A suggestion was made to have canvas bags printed (with drawings from each class) and available to sale to parents and FOSS members. MB volunteered to look into this.</p> <p><u>Suggestions for future events:</u> A number of ideas were discussed for an Adults' Event and Family Event.</p> <p>Ideas for the Adult event included:</p> <ul style="list-style-type: none"> <li>• Bingo Night</li> <li>• Ladies' / Pamper Evening</li> <li>• Adult Disco</li> <li>• Race Night</li> <li>• Quiz Night</li> </ul> <p>The preference for Adult Event was a disco. SH offered to ask Darren Rolls if he was available to DJ. SH offered to ask AW if school was available for this event on Saturday 23<sup>rd</sup> April. This is to be discussed further at the next meeting.</p> <p>Ideas for the Family Event included:</p> <ul style="list-style-type: none"> <li>• Midnight Walk</li> <li>• Sponsored Walk / Bike Ride</li> <li>• BBQ</li> <li>• Barn Dance</li> </ul>	<p>SH/AH/ AW</p> <p>SH/NS AW</p> <p>AH</p> <p>ALL</p> <p>RS</p> <p>SH</p> <p>MB</p> <p>SH SH/AW</p>	<p>ASAP</p> <p>AT NEXT MTG</p> <p>10 FEB</p> <p>10 FEB</p> <p>TBC</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>ASAP ASAP</p>
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	<ul style="list-style-type: none"> <li>Camping for example at White Horse Hill</li> </ul> <p>Ideas for an outdoor family event (e.g. walks / bike ride / BBQ) to take place in June were popular with the committee. This will be discussed at future meetings.</p> <p>NS offered to speak with Mill Farm about whether it would be feasible to hold a FOSS barn dance at the farm. A tentative date for this event would be Saturday 24<sup>th</sup> September. This will be discussed at the next meeting.</p> <p>Children's Event ideas from previous meetings:</p> <ul style="list-style-type: none"> <li>Film Night</li> </ul> <p>A Film night was discussed at a previous meeting. Approximate cost ~£90. VS to continue to investigate the feasibility. SH offered to ask a parent from another school association about costs. To be discussed at a future meeting.</p>	NS	BY NEXT MTG
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8.	<p><u>AOB:</u></p> <p>VS offered to send a list of dates for events to EP for a Parentmail communications.</p> <p>VS offered to type out the email addresses of committee members and send out to the committee.</p>	VS / EP	ASAP
		VS	ASAP
9.	<p><b>Next Meeting date Tuesday 23<sup>rd</sup> February 2016 at 8pm (Full Meeting) in the School Staff Room.</b></p> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> <li>Treasurer's Report Confirm Stock Take Confirm changes to Bank Account (signatures / change of Account name) Charity Commission: Filing of Accounts &amp; change of Trustees Outstanding invoices (Garden Club Fuel / Football Kits / Minibus / Playground Table Tops / Year 6 Residential Transport Costs / MyCarer &amp; Football Club invoices)</li> <li>Items from previous minutes &amp; Other Matters Arising: School Hall Lighting – thank you letter. Summer Fete – remaining thank you letters House Sale Voucher- thank you letter FOSS Posters / Noticeboard</li> <li>Expenditure Items / New Expenditure Items: Hardship Fund Other Items including KS1/Foundation play area</li> <li>Recent Events Craft Xmas Cards – Thank you card for Mrs Adamson Bags2School Stanford's Got Talent KS1 / KS2 Disco</li> </ol>	ALL	TBC

	<p>5. Fund Raising Items / Forthcoming Events: Easter Egg Trail Bingo Race Canvas Bags Adults' Disco Barn Dance Children's Event Summer Term Disco 100 Club (Sept 2016) Outdoor Family Event (Sept 2016)</p> <p>6. AOB</p> <p>7. Next meeting date</p>		
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