Friends of Stanford School Committee Meeting

Tuesday 23rd February 2016

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

Apologies: Richard Stillion, Eva Geekie, Zoe Jones, Claire Petworth, and Katie Amies.

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

	Item / Action	Who?	When?
1.	Previous Minutes:		
	Previous minutes were approved.	-	-
2.	<u>Treasurer's Report:</u>		
	GC presented the Treasurer's Report.	-	-
	Banking Position:		
	Balance at 23 rd February 2016: £13,235.85		
	Balance minus cheques pending for funded items: £10,030.17		
	 Signatures for the bank account have been changed to include GC. 	_	-
	GC has organised the transfer of the Bank Account into the new	-	-
	name (Friends of Stanford School), and for the interest to be paid		
	on the account gross as we are a charity. AW offered to remind	AW	ASAP
	parents that cheques should be made out to "Friends of Stanford		
	School".		
	A dormant account in the name of FOSS, addressed to Robin The second Additional Second		
	Thornton and Michelle Dear from the previous FOSS Committee, has come to light. There is only a small amount of money in this		
	account but it would be sensible to close the account and transfer		
	the money into current funds. NS offered to ask Karen Griggs, the	NS	BY NEXT
	previous School Association Chair, if she knows the two account		MTG
	holders.		
	noiders.		
	Financial Update since 12 th January 2016:		
	Stanford's Got Talent: Income: £395.90		
	Net Profit: £221.92		
	Bags2School: Income: £140		
	Net Profit: £140		
	KS1/2 Disco: Income: £736.70		
	Net Profit: £455.53		
	INECTIONS 1400.00		
	Yellow Moon: Income: £15.39		
	Net Profit: £15.39		
	Total Income (Events): £1287.99		

1	Total Costs (Events): £455.15		
	Net Profit (Events): £832.94		
	Funded Items:		
	Coach to Wanborough (Yr 6 Residential): £276		
	Christmas Presents: £215.37		
	Smoke Machines / Lighting: £77.90		
	Football Kit: £357.88		
	Table-top games (playground): £2508		
	AGM Refreshments: £12.83		
	Adminents. E12.05		
	Special Item:		
	PTA UK Membership Fee (Annual): £96 TOTAL: £3543.98		
	The following items/invoices are from previous minutes:		
	The invoice for the Minibus used for Gardening Club's visit to RHS		
	· · · · · · · · · · · · · · · · · · ·		
	Wisley is not required.		
	 Minibus – this item is closed. 		
	 Invoices from MyCarer and Football Club from Bingo Run to be 		
	confirmed.		
	 Charity Commission: GC to be added to the list of Trustees of 	GC	ASAP
	•		-
	FOSS with the Charity Commission.	CC INC I	BY 30 [™]
	 Charity Commission: FOSS accounts for 2014-2015 need to be 	GC / VS /	
	filed with the Charity Commission. The current Trustees and GC to	AH / LB /	JUNE
	organise this before the deadline of 30 th June 2016.	EG	
	Stock take to be confirmed with LB.	LB	BY NEXT
	5 Stock take to be committed with Lb.		MTG
3.	Items from Previous Minutes		
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	could vote for their favourite image in the school newspaper. This is to be discussed at a future meeting.		
	100 Club At a previous meeting CP volunteered to take on the 100 Club for next academic year. FOSS Committee to consider selling next year's numbers at the Summer Fete or last Sharing Assembly. The 100 Club letter could be made available on the school website. To be discussed at future meetings.	CP / ALL	AT NEXT MTG
4.	Expenditure Items:		
	School Hardship Fund Following a discussion at the previous meeting on the feasibility of a Hardship Fund for families who may struggle to pay for school trips etc., AW was asked whether this was a suitable item for FOSS. Families in this position can ask school directly for help and, at present, school is in a position to assist where appropriate. However, this situation may change and AW will monitor the situation. This item is closed.	-	-
	Other Expenditure Items KS1 / Foundation Outside Area FOSS committee members agreed to £5000 funding for improvements to the KS1/Foundation playground. Improvements to include a stage area, a windbreak, natural areas and water features. It is hoped that the work will be started, and the majority of the work will be completed, in the Summer holidays.	-	-
	School will seek further contributions from other sources such as Oxfordshire County Council and Stanford in the Vale Public Purposes Charity.		
	Science / Sports Week The FOSS Committee agreed to fund a Mini Planetarium for Science / Sports Week. The cost will be about £400 - £500.	-	-
	VS offered to look into asking an Astronomy Society to visit for an evening.	VS	BY NEXT MTG
	AW offered to ask FW-K if she would be kind enough to look into asking an Athlete to visit school. NS and WE also offered to look into this.	AW/FW- K / NS / WE	BY NEXT MTG
5.	Recent Events:		
	Bags to School The Income from Bags to School donations was £140. Thanks to all who donated. Also thanks to everyone who helped with posters etc. beforehand and with the bags on the day of the collection.	-	-
	Stanford's Got Talent – Wednesday 27 th January 2016 Thank you to everyone who helped with organising the refreshment stall at Stanford's Got Talent. Net Profit for this event was £221.92.	-	-

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	KS1/KS2 Disco Thank you to everyone who helped at the KS1/KS2 Disco. Net Profit for this event was £455.53.	-	-
6.	Future Events:		
	Easter Egg Trail - Saturday 19 th March and Sunday 10 th April AW has an Easter phrase ready for this year's Easter Egg Trail. AW has offered to organise 28 letters and the map of the route. NS offered to find 28 houses and businesses to place the letters. It was agreed to ask for £1 per form. The trail is to take place between Saturday 19 th March and Sunday 10 th April. Forms to be posted back to school by midnight on Sunday 10 th April.	AW NS	BY 19 [™] MARCH
	It was hoped that we could offer 3 prizes to be chosen from the correct answers at random. SH volunteered to ask businesses such as The Co-op, Freedog, Farmer Gow's and Ocado if they would be kind enough to offer a prize for this event.	SH	BY 19 TH MARCH
	Adult Disco – Saturday 23 rd April Disco - SH offered to check with Darren Rolls that he is still available to DJ at this event. Theme – Old School Disco.	SH	BY 23 RD APRIL
	Times – Doors open at 7.30pm until late. Posters - VS offered to make a poster and add to FOSS noticeboard. Bar – FOSS members, AE, SH, AH, NS, VS volunteered to help to run the bar.	VS AE/SH /AH/NS/ VS	ASAP 23 RD APRIL
	Bar Licence - GC offered to organise the Bar Licence. Food – LB offered to organise Fish and Chip Butties, served in the style of Old School Dinners.	GC LB	BY 23 RD APRIL
	Tickets – VS offered to draw up tickets. £10 per person. JS offered to be FOSS Committee contact number for tickets. Also, people can contact the school office for tickets. Tickets on sale until 20 th April.	VS / JS	ASAP (UNTIL 20 TH
	Ticket Sales – WE, NS and GC offered to help sell tickets in the playground (15 th / 18 th / 19 th April). Volunteers were asked to help where they can.	WE / NS / GC	APRIL) 15 TH - 19 TH
	Bingo Race RS has offered to organise the Bingo Race again this year. The Stanford Festival will take place on the weekend of the 18 th and 19 th June 2016. The theme is Anniversaries. This item will be discussed at future meetings.	RS	APRIL 19 TH JUNE
	Canvas Bags A suggestion was made at a previous meeting to have canvas bags printed (with drawings from each class) and available for sale to parents and FOSS members. MB was kind enough to look into this. The prices vary with quantity ordered but the most expensive canvas bag would be around £4.15 each or around £3.15 if more than 100 were ordered. Either each class or the whole school could participate. MB offered to continue to look at other companies. It is possible that around £2 per bag could be raised.	МВ	BY NEXT MTG

<u>Summer Fete – Saturday 9th July</u> The committee decided to discuss the organisation of the fete, who will		
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		51/4151/5
coordinate, the theme etc. at the next meeting. VS offered to look for, or	VS / EG	BY NEXT
ask EG, for a copy of the list of stalls.		MTG
The committee agreed to hold the Summer Fete on Saturday 9 th July.		
Similar to last year, it was decided not to book a large attraction, but		
instead have new smaller stalls along with old favourites such as the		
following:		
EP offered to ask FW-K about the hire of the funfair ride / bouncy	EP	ВҮ 9™
slide		JULY
 LB offered to ask about an inflatable boxing ring for the older 	LB	BY 9 TH
children		JULY
• Stocks		
"Play your cards right"		
"Water & Wine"		
A photo-box or booth or instant Polaroid type camera for fancy dragg photos. NS and WS efforted to look for proper and dragging.	NS / WE	BY 9 [™]
dress photos. NS and WE offered to look for props and dressing	NS	JULY
up costumes. NS offered to ask Laurence Gibbons if he would be	.10	3021
interested in taking photos.		
Barn Dance		
NS has contacted Mill Farm about whether it would be feasible to hold a	NS	BY NEXT
FOSS Barn Dance at the farm on or around Saturday 24 th September.		MTG
This will be discussed at the next meeting.		
0		
Summer Term Disco – Friday 20 th May		
SH offered to ask Darren Rolls if he would DJ at this event. Year 5 parents	SH	BY NEXT
and children will be asked to help in return for funding of the transport		MTG
costs for the Yr 6 Residential. NS offered to find the previous letter and EP	NS / EP	ASAP
offered to send to Year 5 parents.		
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	• Quiz Night		
	Quiz Night		
	Ideas for Family Events include:	_	_
	Midnight Walk		
	Sponsored Walk / Bike Ride		
	BBQ		
	 Camping for example at White Horse Hill 		
	Camping for example at writte Horse Hill		
	Ideas for Children's Events include:	-	-
	Film Night		
	AOD		
7.	AOB:		
	List of Dates – this item is complete.		_
	Committee Email Addresses – this item is complete.	_	_
	·		
8.	Next Meeting date Tuesday 12 th April 2016 at 8pm (Full Meeting) in the		
	School Staff Room.		
		ALL	TBC
	Items for the next Full Meeting Agenda:		
	1. Treasurer's Report		
	Confirm Stock Take		
	Charity Commission: Filing of Accounts & change of Trustees		
	Outstanding invoices (Confirm MyCarer & Football Club invoices)		
	Dormant Account		
	 Items from previous minutes & Other Matters Arising: 		
	100 Club (Sept 2016) Printed Thank You Cards		
	3. Expenditure Items / New Expenditure Items:		
	KS1/Foundation play area		
	Mini-planetarium		
	Astronomy Evening		
	Athlete Visit		
	4. Recent Events		
	Easter Egg Trail		
	5. Fund Raising Items / Forthcoming Events:		
	Adults' Disco		
	Bingo Race		
	Canvas Bags		
	Barn Dance		
	Summer Fete		
	Summer Term Disco		
	Queen's 90 th Birthday Celebrations		
	Sports Day		
	Yr 6 Disco		
	Future Events:		
	Children's Event		
	Adults' Event		
	Outdoor Family Event (Sept 2016)		
	6. AOB		
	7. Next meeting date		