

## Friends of Stanford School Committee Meeting

Tuesday 17<sup>th</sup> May 2016

Present: Sharon Hill, Emma Payne, Katie Amies, Rhian Atkins, Richard Stillion, Gaby Clark, Claire Petworth, Andy Hill Lee Browning, and Vicky Summers.

Apologies: Wendy Edwards, Eva Geekie, Amanda Willis, Nina Stillion, Maria Barnett, Jess Smith, and Zoe Jones.

[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></p> <p>GC presented the Treasurer's Report.</p> <p><u>Banking Position:</u> Balance at 17<sup>th</sup> May 2016: £10,802.89 Balance minus cheques pending for funded items: ~£9,500</p> <p><u>Financial Update since 12<sup>th</sup> April 2016:</u> Easter Egg Trail: Income: £128.00 Net Profit: £124.22</p> <p>Adults' Disco: Income: £777.40 Net Profit: £377.40</p> <p>Funded Items: Queen's birthday medals £582.12</p> <p>The following items/invoices are from previous minutes:</p> <ul style="list-style-type: none"> <li>• Invoices from MyCarer and Football Club from Bingo Run have been confirmed. This item is complete.</li> <li>• Charity Commission: GC to be added to the list of Trustees of FOSS with the Charity Commission.</li> <li>• Charity Commission: FOSS accounts for 2014-2015 have been filed with the Charity Commission. Thanks to GC for this. This item is complete.</li> <li>• 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.</li> <li>• Stock take to be confirmed with LB/AH before and after KS1/KS2 disco.</li> </ul>	<p>-</p> <p>LB/AH/ VS/EG/ GC</p> <p>ALL</p> <p>LB/AH</p>	<p>-</p> <p>ASAP</p> <p>NEXT FULL MTG 20MAY</p>

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>100 Club</u> 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.</p>	SH  CP	FUTURE MTG  BY Summer Fete
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> EP offered to ask AW if there were any projects to benefit the whole school or KS2. This item will be discussed at a future meeting.</p> <p><u>Agreed Expenditure Items</u></p> <p><u>KS1 / Foundation Outside Area</u> At a previous meeting the FOSS committee members agreed to £5000 funding for improvements to the KS1/Foundation playground. Start date to be confirmed.</p> <p><u>Science / Sports Week</u> At a previous meeting the committee agreed to fund a Mini Planetarium for Science / Sports Week.</p>	-  -  - -	-  -  -
5.	<p><u>Recent Events:</u></p> <p><u>Easter Egg Trail - Saturday 19<sup>th</sup> March and Sunday 10<sup>th</sup> April</u> Thank you cards have been sent to Freedog, Farmer Gow's and Coop. This item is complete.</p> <p><u>Adult Disco – Saturday 23<sup>rd</sup> April</u> The committee agreed that the Adults' Disco was a successful evening and well worth doing. The evening raised £377 after expenses. Thank you to everyone who attended and who helped out on the night.</p>	-  -	-  -

6.	<p><u>Future Events:</u></p> <p><u>Summer Term Disco – Friday 20<sup>th</sup> May</u></p> <p>Year 5 parents and children have been asked to help in return for funding of the transport costs for the Yr 6 Residential.</p> <p>SH has kindly organised tickets for the children and coordinated a number of parents to help.</p> <p>SH offered to check with Darren Rolls that he can still DJ at this event.</p> <p>LB offered to buy hot dogs / crisps / panda pops / squash, and has ordered glow sticks.</p> <p>SH has organised temporary tattoos and candy floss.</p> <p>AH volunteered to run the hot dog stall.</p> <p>EP has offered to send out a Parentmail to remind Yr 5 parents about the disco.</p> <p>Staff members including KA, CW and AW have offered to help.</p> <p>GC offered to organise the float for the bar / hot dogs / glowsticks / temporary tattoos.</p> <p>Volunteers are required for Friday evening.</p> <p><u>Bingo Race – Sunday 19<sup>th</sup> June</u></p> <p><i>Race Date / Time:</i></p> <ul style="list-style-type: none"> <li>• RS has offered to organise 2 Bingo Races to take place on Sunday 19<sup>th</sup> June on the Stanford-in-the-Vale Football Field at 10am and 11am.</li> <li>• RS has confirmed that the football and council fields are available.</li> </ul> <p><i>Marshals &amp; Volunteers:</i></p> <ul style="list-style-type: none"> <li>• The committee were requested to ask if people would be kind enough to volunteer to marshal the race. Volunteers are asked to contact RS.</li> <li>• RS/NS to ask parents at the next Sharing Assembly if they would be kind enough to help.</li> </ul> <p><i>Refreshments:</i></p> <ul style="list-style-type: none"> <li>• LB has offered to source ice pops and cups, and to sell bacon butties and refreshments.</li> <li>• GC offered to bring a water decanter.</li> </ul> <p><i>First Aiders:</i></p> <ul style="list-style-type: none"> <li>• RS has arranged for two First Aiders to be in attendance on this date as, unfortunately, the SITV First Responders are not available.</li> </ul> <p><i>Publicity / Entry Forms:</i></p> <ul style="list-style-type: none"> <li>• RS has organised an entry form / flyer and poster.</li> <li>• Entry forms to be distributed from school. EP offered to send out a Parentmail.</li> <li>• RS offered to contact the village website.</li> <li>• RS offered to suggest that Scouts / Guides get involved, perhaps for a badge.</li> <li>• EP offered to ask AW if the children can do a practise Bingo Run at school and if the entry form / flyer can be placed in school bags on the same day.</li> </ul> <p><i>Charges:</i></p> <ul style="list-style-type: none"> <li>• Prices were agreed as follows: £4 Adult / £3 Child in advance and £5 Adult / £4 on the day.</li> </ul> <p><i>Race Organisation:</i></p> <ul style="list-style-type: none"> <li>• RS offered to organise laminated sheets.</li> <li>• AH/RS have found poles etc. required for the race.</li> </ul>	<p>SH</p> <p>SH</p> <p>LB</p> <p>SH</p> <p>AH</p> <p>EP</p> <p>-</p> <p>GC</p> <p>Volun- teers</p> <p>RS</p> <p>RS</p> <p>ALL</p> <p>RS/NS</p> <p>LB</p> <p>GC</p> <p>-</p> <p>RS</p> <p>EP</p> <p>RS</p> <p>RS</p> <p>EP/AW</p> <p>-</p> <p>RS</p> <p>AH/RS</p>	<p>20MAY</p> <p>20MAY</p> <p>20MAY</p> <p>20MAY</p> <p>20MAY</p> <p>-</p> <p>20MAY</p> <p>20MAY</p> <p>19<sup>TH</sup> JUN</p> <p>19<sup>TH</sup> JUN</p> <p>19<sup>TH</sup> JUN</p> <p>27<sup>TH</sup> MAY</p> <p>19<sup>TH</sup> JUN</p> <p>19<sup>TH</sup> JUN</p> <p>19<sup>TH</sup> JUN</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>BEFORE 19<sup>TH</sup> JUN</p> <p>BEFORE 19<sup>TH</sup> JUN</p> <p>-</p> <p>19<sup>TH</sup> JUN</p> <p>19<sup>TH</sup> JUN</p>
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<ul style="list-style-type: none"> <li>• RS has offered to buy medals.</li> <li>• There will be a prize for best fancy dress.</li> </ul>	RS	BEFORE 19 <sup>TH</sup> JUN
<p><u>Canvas Bags</u> MB has been kind enough to start the process of having canvas bags printed from "Class Fundraising". Each class now has a template to produce an image to be printed on the bag for sale at the Summer Fete. At a previous meeting it was hoped to have an unprinted area where the children can draw their own picture with fabric pens at the Summer Fete. The selling price would be around £6 or 2 for £11. This will be discussed at the next meeting.</p>	MB	BEFORE 16 <sup>TH</sup> JUL
<p><u>Summer Fete – Saturday 16<sup>th</sup> July</u> A discussion took place regarding the Summer Fete. NS / VS / AW have started lists of stalls and activities for this year's fete. VS agreed to be a central hub and committee members were encouraged to volunteer to organise a stall or activity. VS offered to send out a summary sheet showing stalls and activities. It was agreed to discuss the organisation of the Summer Fete who will coordinate each item, the theme etc. at the next meeting.</p>	NS/VS VS / ALL	ASAP ASAP
<p><i>The next items were discussed at the previous meeting:</i> <i>Summer Fete Date</i></p>		
<ul style="list-style-type: none"> <li>• EP offered to send a Parentmail message to parents to confirm the change to the date.</li> </ul>	EP	BY NEXT MTG
<p><i>Publicity</i></p>		
<ul style="list-style-type: none"> <li>• AW has organised the children's poster competition, with the aim to put up the posters before half term.</li> </ul>	AW	BY 27 <sup>TH</sup> MAY
<p><i>Parent Helpers</i></p>		
<ul style="list-style-type: none"> <li>• NS offered to ask for parent helpers at the Sharing Assembly on Friday 27<sup>th</sup> May.</li> </ul>	NS	27 <sup>TH</sup> MAY
<ul style="list-style-type: none"> <li>• Committee members also offered to ask for parent helpers at Sports Day (see Sports Day paragraph).</li> </ul>	ALL	1 <sup>ST</sup> JULY
<p><i>Tombola</i></p>		
<ul style="list-style-type: none"> <li>• AW offered to organise a non-uniform day for Friday 15<sup>th</sup> July, where the children/parents will be asked if they would be kind enough to bring in tombola prizes.</li> </ul>	AW	BY 15 <sup>TH</sup> JULY
<p><i>Cake Donations</i></p>		
<ul style="list-style-type: none"> <li>• AH / SH offered to organise paper plates for cake donations.</li> </ul>	AH/SH	BY 16 <sup>TH</sup> JULY
<p><i>Hay Bales</i></p>		
<ul style="list-style-type: none"> <li>• AH offered to ask Claire Griffiths if she would be kind enough to source hay bales again.</li> </ul>	AH	ASAP
<p><i>PA System</i></p>		
<ul style="list-style-type: none"> <li>• AH offered to ask David Bailey if he would be kind enough to allow FOSS to borrow the PA System again.</li> </ul>	AH	ASAP
<p><i>Tea / Coffee / Cake Stall</i></p>		
<ul style="list-style-type: none"> <li>• AW offered to ask Governors if they would be kind enough to help with the Teas and Coffees.</li> </ul>	AW / Govern- ors	BY 16 <sup>TH</sup> JULY
<p><i>Bar</i></p>		
<ul style="list-style-type: none"> <li>• GC offered to organise the Bar Licence.</li> </ul>	GC	ASAP

<p><u>Fairground Ride &amp; Bouncy Slide</u></p> <ul style="list-style-type: none"> <li>• EP offered to check with FW-K to see if the hire of the funfair ride &amp; bouncy slide is still ok.</li> </ul>	EP	ASAP
<p><u>Barn Dance - Saturday 24<sup>th</sup> September</u></p> <p>Unfortunately, the Barn at Mill Farm was not available on Saturday 24<sup>th</sup> September. The Barn is available on Saturday 17<sup>th</sup> September and Saturday 1<sup>st</sup> October. SH offered to ask another Farm if their Barn is available on September 24<sup>th</sup>.</p> <p>A number of Barn Dance bands were contacted. However, the band with the best price was not available on either Saturday 17<sup>th</sup> September or Saturday 1<sup>st</sup> October.</p> <p>It was decided to postpone the Barn Dance until Spring. NS / VS volunteered to organise this family event.</p>	SH  NS/VS	BY NEXT FULL MTG  AT FUTURE MTG
<p><u>Autumn Evening Event in September - Astronomy Evening</u></p> <p>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 will be discussed at a future meeting.</p>	ALL VS	BY NEXT MTG
<p><u>Bags 2 School</u></p> <p>Bags 2 School to collect clothing bags on Friday 8<sup>th</sup> July. SH/AH offered to organise posters, bags, leaflets and the bag collection on Thursday 7<sup>th</sup> July.</p>	SH/AH	BY 7 <sup>TH</sup> JULY
<p><u>Sports Day – Friday 1<sup>st</sup> July</u></p> <p><i>Medals:</i></p> <ul style="list-style-type: none"> <li>• At the last meeting, the committee agreed to fund medals for Sports Day. RS offered to purchase medals for Sports Day, as well as the Fun Run (and 100% attendance medals for school). EP offered to coordinate with RS.</li> </ul>	RS EP/RS	BY 1 <sup>ST</sup> JULY
<p><i>Refreshments:</i></p> <ul style="list-style-type: none"> <li>• At the last meeting, LB offered to purchase ice pops. The committee were asked if they would be kind enough to bring in cakes for the refreshment stall.</li> </ul>	LB ALL	BY 1 <sup>ST</sup> JULY
<p><i>Parents Helpers</i></p> <ul style="list-style-type: none"> <li>• At the last meeting, NS/JS offered to ask parents if they would be able to help at the Summer Fete. NS offered to organise a clipboard.</li> </ul>	NS/JS NS	1 <sup>ST</sup> JULY
<p><u>Year 6 Disco – Tuesday 19<sup>th</sup> July 7.30pm – 10pm</u></p> <p>NS has arranged a disco for this event.</p>	NS	19 <sup>TH</sup> JUL
<p><u>Year 6 Bibles</u></p> <p>At the last meeting, AW offered to look into purchasing Bibles for Year 6 leavers.</p>	AW	BY MID JULY
<p><u>Year 6 Evening Performances - Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> July</u></p>		

	<p>At the last meeting, the FOSS Committee were asked if they would be kind enough to volunteer to serve refreshments at the Year 6 evening performances. KA / RS / AH / SH / LB / RS offered to help on the night. To be discussed at a future meeting.</p> <p><u>Suggestions from previous meetings for future events:</u> Ideas for events include:</p> <ul style="list-style-type: none"> <li>• Bingo Night (Adult event)</li> <li>• Ladies' / Pamper Evening (Adult event)</li> <li>• Race Night (Adult event)</li> <li>• Quiz Night (Adult event)</li> <li>• Midnight Walk (Family Event)</li> <li>• Sponsored Walk / Bike Ride (Family Event)</li> <li>• BBQ (Family Event)</li> <li>• Camping for example at White Horse Hill (Family Event)</li> <li>• Film Night (Children's Event)</li> </ul>	Volunteers KA/RS/ AH/SH/ LB/RS -	13 <sup>TH</sup> & 14 <sup>TH</sup> JUL  -
7.	<p><u>AOB:</u></p> <p><u>School Website</u> At the last meeting, GC offered to write a paragraph for the school website to show where the funds raised by FOSS have been spent.</p>	GC	BY NEXT MTG
8.	<p><b>Next Meeting date Tuesday 7<sup>th</sup> June 2016 at 8pm (Summer Fete Meeting) in the School Staff Room.</b></p> <p>Items for Summer Fete Meeting:</p> <ol style="list-style-type: none"> <li>1. Brief overview of Current Bank Balance</li> <li>2. Summer Fete organisation</li> <li>3. AOB</li> <li>4. Next Meeting Date</li> </ol> <p>Items for the next Full Meeting Agenda:</p> <ol style="list-style-type: none"> <li>1. Treasurer's Report Charity Commission: Change of Trustees Outstanding invoices Dormant Account Confirm Stock Take</li> <li>2. Items from previous minutes &amp; Other Matters Arising: Printed Thank You Cards 100 Club (Sept 2016)</li> <li>3. Expenditure Items / New Expenditure Items: KS1/Foundation items - Play area / Outdoor Building Blocks Whole School / KS2 items</li> <li>4. Recent Events Summer Term Disco</li> <li>5. Fund Raising Items / Forthcoming Events: Bingo Race Canvas Bags Autumn Event (Barn Dance) Astronomy Evening Summer Fete</li> </ol>	ALL  ALL	7 <sup>TH</sup> JUNE  7 <sup>TH</sup> JUNE

	<p>Sports Day Yr 6 Disco Future Events:     Children's Event     Adults' Event     Family Event</p> <p>6. AOB 7. Next meeting date</p>		
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