

Friends of Stanford School Committee Meeting – Summer Fete

Tuesday 7th June 2016

Present: Gaby Clark, Eva Geekie, Emma Payne, Sharon Hill, Jess Smith, Katie Amies, Rhian Atkins, Lee Browning, Amanda Willis and Vicky Summers.

Apologies: Claire Petworth, Richard Stillion, Nina Stillion, Andy Hill, Wendy Edwards, Maria Barnett, 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. Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.	-	-
2.	<u>Treasurer's Report:</u> GC presented a brief Treasurer's Report. <u>Banking Position:</u> Balance at 17 th May 2016: £10,674 Balance minus cheques pending for funded items: ~£5,000 Funded Items: Foundation/KS1 Space balance to be paid out. Planetarium to be paid out. Leavers' Bibles to be paid out. Yr 6 Disco to be paid out.	- - - - - -	- - - - - -
3.	<u>Items from Previous Minutes</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.	-	-
4.	<u>Expenditure Items:</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.	-	-
5.	<u>Recent Events:</u> <u>Summer Term Disco – Friday 20th May</u> Thank you to parents, volunteers and children who helped to make this evening a success. The income minus expenditure will go towards the cost of transport for next Yr6 Residential. Exact amount to be reported at next meeting.	-	-
6a.	<u>Future Events (Summer Fete Discussed in next section):</u>		

<p><u>Bingo Race – Sunday 19th June</u> <i>Race Date / Time:</i></p> <ul style="list-style-type: none"> RS has organised 2 Bingo Races to take place on Sunday 19th June on the Stanford-in-the-Vale Football Field at 10am and 11am. <p><i>Marshals & Volunteers:</i></p> <ul style="list-style-type: none"> The committee were requested to ask if people would be kind enough to volunteer to marshal the race. Volunteers are asked to contact RS. <p><i>Refreshments:</i></p> <ul style="list-style-type: none"> At a previous meeting LB offered to source ice pops and cups, and to sell bacon butties and refreshments. At a previous meeting GC offered to bring a water decanter. <p><i>Publicity / Entry Forms:</i></p> <ul style="list-style-type: none"> Entry forms / flyers and posters have been organised. The children have completed a practise Bingo Run at school The entry form / flyer can be placed in school bags. Committee members were asked to hand out flyers and sell tickets after school on Fridays 10th and 17th June. <p><i>Charges:</i></p> <ul style="list-style-type: none"> Prices were agreed as follows: £4 Adult / £3 Child in advance and £5 Adult / £4 on the day. <p><i>Race Organisation:</i></p> <ul style="list-style-type: none"> RS offered to organise laminated sheets and buy medals. There will be a prize for best fancy dress. <p><u>Barn Dance - Saturday 24th September</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.</p> <p><u>Autumn Evening Event in September - Astronomy Evening</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.</p> <p><u>Bags 2 School</u> Bags 2 School to collect clothing bags on Friday 8th July. SH/AH offered to organise posters, bags, leaflets and the bag collection on Thursday 7th July.</p> <p><u>School Open Evening 7th July – 100 Club</u> It was hoped to run a stall to promote the 100 Club at the Open Evening. VS to ask CP for ideas. EG offered to send CP 100 Club admin.</p> <p><u>Sports Day – Friday 1st July</u> <i>Medals:</i></p> <ul style="list-style-type: none"> 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. <p><i>Refreshments:</i></p> <ul style="list-style-type: none"> 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. 	<p>-</p> <p>ALL</p> <p>LB</p> <p>GC</p> <p>-</p> <p>-</p> <p>EP</p> <p>ALL</p> <p>-</p> <p>RS</p> <p>RS</p> <p>-</p> <p>-</p> <p>SH/AH</p> <p>VS / CP EG</p> <p>RS/EP</p> <p>LB / ALL</p>	<p>19th JUN</p> <p>19th JUN</p> <p>19th JUN</p> <p>-</p> <p>-</p> <p>ASAP</p> <p>10th & 17th JUNE</p> <p>-</p> <p>19th JUN 19th JUN</p> <p>-</p> <p>-</p> <p>7th JULY</p> <p>7th JULY B4 7th JUL</p> <p>1st JULY</p> <p>1st JULY</p>
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	<p><i>Parents Helpers</i></p> <ul style="list-style-type: none"> 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. <p><u>Year 6 Disco – Tuesday 19th July 7.30pm – 10pm</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.</p> <p><u>Year 6 Bibles</u> Bibles for Year 6 leavers have been purchased.</p> <p><u>Year 6 Evening Performances - Wednesday 13th and Thursday 14th July</u> 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> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.</p>	<p>NS / JS / ALL</p> <p>-</p> <p>-</p> <p>KA / RS / AH / SH / LB / RS / VOLUNTEERS</p> <p>-</p>	<p>1ST JULY</p> <p>-</p> <p>-</p> <p>13TH / 14TH JULY</p> <p>-</p>
6b.	<p><u>Future Events - Summer Fete:</u></p> <p><u>Summer Fete – Saturday 16th July</u> A discussion took place regarding the Summer Fete.</p> <p>Thank you to committee members for their support in offering to organise stalls and activities. A summary list of stalls to be circulated to the committee.</p> <p><i>Publicity</i></p> <ul style="list-style-type: none"> The children’s poster competition, is complete. The winners were chosen by the School Council. Aim to put up the posters after Village Fete. A4 photo frames to be purchased for prizes (GC see later). <p><i>Fete Prizes and props</i></p> <ul style="list-style-type: none"> GC offered to organise and shop for prizes for the fete. All volunteers to send GC list of any prizes / props required. EP/SH offered to look in store cupboard for prizes. SH offered to order temporary tattoos. VS to scan in Stocks Rota etc. and forward to committee. EG offered to send admin sheets to EP to print out including slips to raffle to be used if required. <p><i>Parent Helpers</i></p> <ul style="list-style-type: none"> Committee members also offered to ask for parent helpers at Sports Day. NS / JS offered to ask parents. <p><i>Float</i></p> <ul style="list-style-type: none"> GC offered to arrange the float for the day and to collect the money from each stall. 	<p>VS</p> <p>-</p> <p>VOLUNTEERS</p> <p>-</p> <p>GC</p> <p>ALL / GC</p> <p>EP/SH</p> <p>SH</p> <p>VS</p> <p>EG / EP</p> <p>VOLUNTEERS</p> <p>NS/JS</p> <p>GC</p>	<p>ASAP</p> <p>-</p> <p>AFTER 19TH JUN</p> <p>-</p> <p>6TH JUL</p> <p>ASAP</p> <p>ASAP</p> <p>16TH JUL</p> <p>ASAP</p> <p>ASAP</p> <p>1ST JUL</p> <p>1ST JUL</p> <p>16TH JUL</p>

	<p><i>Bar</i></p> <ul style="list-style-type: none"> GC offered to organise the Bar Licence. LB has offered to organise food, drinks, ice pops, cups, serviettes, tea, coffee, Pimms and BBQ. Fridges / Freezer to be in place on the evening before the Fete. <p><i>Food</i></p> <ul style="list-style-type: none"> LB has offered to BBQ Pulled Pork Wraps, Hot Dogs & Burgers. <p><i>Cake Donations</i></p> <ul style="list-style-type: none"> AH / SH offered to organise paper plates for cake donations. Paper plates to go out on Friday 8th July for cakes to be returned on Friday 15th July. JS has offered to help with plates. EG has notice that can be modified and attached to plates. Volunteers required to help to price up plates on Friday 15th July. <p><i>Tea / Coffee / Cake Stall</i></p> <ul style="list-style-type: none"> Mrs Warren and Governors have said they would be kind enough to help with the Teas and Coffees on the day. <p><i>Tombola</i></p> <ul style="list-style-type: none"> Non-uniform day has been organised for Friday 15th July, where the children/parents will be asked if they would be kind enough to bring in tombola prizes. KA/RA/NS/JS have volunteered to label up tombola prizes and fold tombola tickets on Friday 15th July (morning). VS to join in the afternoon. <p><i>PA System</i></p> <ul style="list-style-type: none"> Thank you to David Bailey who has been kind enough to allow FOSS to borrow the PA System again. <p><i>Hay Bales</i></p> <ul style="list-style-type: none"> AH / SH offered to ask Mr Pontin if he would be kind enough to source hay bales again. <p><i>Fairground Ride & Bouncy Slide</i></p> <ul style="list-style-type: none"> Mrs W-K has offered to confirm with her acquaintance to see if the hire of the funfair ride & bouncy slide is still ok. <p><u><i>Class Stalls</i></u></p> <ul style="list-style-type: none"> See summary sheet for main points Lucky Dip prizes to be wrapped on July 6th by Yr 6 volunteers. Enterprise Club would like to run two stalls selling punch balloons and tuck shop. Enterprise Club will organise these stalls. <p><u><i>FOSS Stalls</i></u></p> <ul style="list-style-type: none"> See summary sheet for main points Canvas bags will be offered for sale at the fete. Thanks to MB for organising this. 	<p>GC LB</p> <p>TBC</p> <p>LB</p> <p>AH/SH</p> <p>JS / EG VOLUNTEERS</p> <p>JW / GOVERNORS</p> <p>AW</p> <p>KA/RA/ NS/JS/VS</p> <p>DB</p> <p>AH/SH</p> <p>FW-K</p> <p>- YR 6 -</p> <p>- MB</p>	<p>BY 16TH JUL 16TH JUL</p> <p>15TH JUL</p> <p>16TH JUL</p> <p>8TH JUL</p> <p>TBC 15TH JUL</p> <p>16TH JUL</p> <p>B4 15TH JUL 15TH JUL</p> <p>B4 16TH JUL</p> <p>16TH JUL</p> <p>6TH JUL</p> <p>- 16TH JUL</p>
7.	<p><u>AOB:</u></p> <p><u>School Website</u> Only Items related to the Summer Fete to be discussed here. Please read previous minutes for other open items.</p>	-	-

8.	<p>Next Meeting date TBC at 8pm (Full Meeting) 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 Outstanding invoices Dormant Account Confirm Stock Take 2. Items from previous minutes & Other Matters Arising: <ul style="list-style-type: none"> Printed Thank You Cards 100 Club (Sept 2016) 3. Expenditure Items / New Expenditure Items: <ul style="list-style-type: none"> KS1/Foundation items - Play area / Outdoor Building Blocks Whole School / KS2 items 4. Recent Events <ul style="list-style-type: none"> Summer Term Disco Bingo Race Sports Day Yr 6 Disco Yr 6 Performance Summer Fete including Canvas Bags 5. Fund Raising Items / Forthcoming Events: <ul style="list-style-type: none"> Autumn Event (Barn Dance) Astronomy Evening Future Events: <ul style="list-style-type: none"> Children's Event Adults' Event Family Event 6. AOB 7. Next meeting date 	ALL	TBC
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