

## Friends of Stanford School Committee Meeting

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

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

Apologies: Rhian Atkins, Wendy Edwards, Sharon Hill, 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.	<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 12<sup>th</sup> April 2016: £13,126.32 Balance minus cheques pending for funded items: £9754.17 (plus payments yet to clear into account from Easter Egg Trail ~£100 and late disco payments £51)</p> <ul style="list-style-type: none"> <li>• The HSBC Bank in Wantage is due to close soon. The committee agreed to transfer the account to HSBC in Witney.</li> <li>• A dormant account in the name of FOSS, addressed to Robin Thornton and Michelle Dear from the previous FOSS Committee, has come to light. There is only a small amount of money (~£35) in this account but it would be sensible to close the account and transfer the money into current funds. AW &amp; GC offered to check again to try to identify the two account holders.</li> <li>• GC has offered to draw up accounts to be submitted to the Charity Commission.</li> </ul> <p><u>Financial Update since 23<sup>rd</sup> February 2016:</u> Easter Egg Trail: Income: ~£100 TBC Net Profit: ~£100 TBC</p> <p>KS1/2 Disco: Income: £743.70 (Revised) Net Profit: £438.54 (Revised)</p> <p>Funded Items: Bar Licence for Adult's disco.</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 to be confirmed. GC offered to ask for assistance with last year's accounts. VS offered to check the minutes to determine the</li> </ul>	<p>-</p> <p>AW/GC</p> <p>GC</p> <p>GC/VS</p>	<p>-</p> <p>NEXT MTG BY CHARITY COMM DATE</p> <p>NEXT MTG</p>

	<p>amount agreed. LB offered to ask MyCarer if the cheque for £80 was put into the FOSS Account.</p> <ul style="list-style-type: none"> <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 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.</li> <li>Stock take to be confirmed with LB at end of Adults' disco.</li> </ul>	<p>LB</p> <p>GC</p> <p>GC + Trustees</p> <p>LB</p>	<p>NEXT MTG ASAP</p> <p>30 JUNE</p> <p>23 APR</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>	<p>SH</p> <p>CP</p>	<p>FUTURE MTG</p> <p>BY Summer Fete</p>
4.	<p><u>Expenditure Items:</u></p> <p><u>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 the next meeting.</p> <p><u>Other 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> The Mini Planetarium for Science / Sports Week has been booked by AW. FW-K has asked an Athlete to visit school during Sports and Science Week.</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</p> <p>-</p>	<p>-</p> <p>-</p> <p>-</p> <p>-</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 to everyone who took part in the Easter Egg Trail, and especially to the families and businesses who hosted a letter. This event raised around £100 (exact total to be counted before next meeting.) The winners were chosen at random by Mr Hill.</p>		

	<p>1<sup>st</sup> Prize = Joel Thomas (Freedog Tickets)  2<sup>nd</sup> Prize = Emily &amp; Daisy Austin (Farmer Gow's Tickets)  3<sup>rd</sup> Prize = Caitlin Summers (Coop Easter Egg and Soft Toy)  VS offered to send thank you cards to Freedog, Farmer Gow's and Coop.</p>	VS	NEXT MTG
6.	<p><u>Future Events:</u></p> <p><u>Adult Disco – Saturday 23<sup>rd</sup> April</u>  Publicity – EP offered to send Parentmail.  Disco – At a previous meeting SH offered to check with Darren Rolls that he is still available to DJ at this event.  Theme – Old School Disco.  Times – Doors open at 7.30pm until late. Committee members were asked if they could arrive at 6.30pm to help to set up.  Bar – LB offered to organise a Full Bar with beer, red and white wine and spirits. FOSS members to help to run the bar. LB offered to source some ice.  Bar Licence - GC kindly organised the Bar Licence.  Food – LB offered to organise Fish and Chip Butties, served in the style of Old School Dinners.  Tickets – £10 per person. JS offered to be FOSS Committee contact number for tickets. Also, people can contact the school office for tickets.  Ticket Sales – NS, JS and GC offered to help sell tickets in the playground after school. Volunteers were asked to help where they can.  Raffle – SH has a few things for a raffle, including Oasis tickets and Ice Rink tickets at the Link Centre. Committee members were asked if they had anything to donate. AH/EP offered to sort raffle tickets.</p> <p><u>Bingo Race</u>  RS has offered to organise the Bingo Race again this year on 19<sup>th</sup> June. The Stanford Festival will take place on the weekend of the 18<sup>th</sup> and 19<sup>th</sup> June 2016. The theme is Anniversaries. This item will be discussed at the next meeting.</p> <p><u>Canvas Bags</u>  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. "Class Fundraising" seems to be the best price (£3-78 each for 100). Up to 80 images can be printed on each side. There is a minimum order of 50 bags. It was decided not to use individual printed images, but to have each class design an images for printing on one side of the bag with the school logo on the other. 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.</p> <p><u>Summer Fete – <del>Saturday 9<sup>th</sup> July</del> changed to Saturday 16<sup>th</sup> July</u>  • <i>Summer Fete Date</i>  The FOSS committee agreed to change the date of the Summer Fete to Saturday 16<sup>th</sup> July. EP offered to send a Parentmail message to parents to confirm the change to the date.</p>	<p>EP  SH  -  Volun- teers  LB  LB  -  LB  JS  NS/JS/GC  Volun- teers  SH/AH/  EP/ALL  RS  MB  EP</p>	<p>ASAP  ASAP  -  23 APR  23 APR  23 APR  -  23 APR  BEFORE  23 APR  BEFORE  23 APR  BEFORE  23 APR  BEFORE  23 APR  BEFORE  19 JUNE  BY  Summer  Fete  ASAP</p>

<ul style="list-style-type: none"> <li>• <i>Publicity</i> AW offered to organise the children’s poster competition, with the aim to put up the posters before half term.</li> <li>• <i>Parent Helpers</i> NS offered to ask for parent helpers at the Sharing Assembly on Friday 27<sup>th</sup> May. Committee members also offered to ask for parent helpers at Sports Day (see Sports Day paragraph).</li> <li>• <i>List of Stalls</i> The committee decided to discuss the organisation of the fete, who will coordinate, the theme etc. at the next meeting. NS / VS offered to look for a copy of the list of stalls, and to begin a list for this year’s fete.</li> <li>• <i>Tombola</i> 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> <li>• <i>Cake Donations</i> AH / SH offered to organise paper plates for cake donations.</li> <li>• <i>Hay Bales</i> AH offered to ask Claire Griffiths if she would be kind enough to source hay bales again.</li> <li>• <i>PA System</i> AH offered to ask David Bailey if he would be kind enough to allow FOSS to borrow the PA System again.</li> <li>• <i>Tea / Coffee / Cake Stall</i> AW offered to ask Governors if they would be kind enough to help with the Teas and Coffees.</li> <li>• <i>Bar</i> GC offered to organise the Bar Licence.</li> <li>• <i>Fairground Ride &amp; Bouncy Slide</i> EP offered to check with FW-K to see if the hire of the funfair ride &amp; bouncy slide is still ok.</li> <li>• <i>Other Suggestions for Stalls include...</i> <ul style="list-style-type: none"> <li>• LB offered to ask about an inflatable boxing ring for the older children</li> <li>• Stocks</li> <li>• “Play your cards right”</li> <li>• “Water &amp; Wine”</li> <li>• A photo-box or booth or instant Polaroid type camera for fancy dress photos. NS and WE offered to look for props and dressing up costumes. NS offered to ask Laurence Gibbons if he would be interested in taking photos.</li> </ul> </li> </ul> <p><u>Barn Dance - Saturday 24<sup>th</sup> September</u> The committee decided to hold some sort of event on Saturday 24<sup>th</sup> September, with first choice as a Barn Dance, and second choice being Bingo in the school hall. NS has contacted Mill Farm about whether it would be feasible to hold a FOSS Barn Dance at the farm on or around Sunday 24<sup>th</sup> September (to be confirmed). NS offered to contact the Band. It was agreed to ask parents and friends at the Summer Fete if they would put their names down for tickets. It was hoped to provide a BBQ or to</p>	<p>AW</p> <p>NS</p> <p>JS/NS</p> <p>NS/VS</p> <p>AW</p> <p>AH/SH</p> <p>AH</p> <p>AH</p> <p>AW</p> <p>GC</p> <p>EP</p> <p>LB</p> <p>NS/WE/ NS</p> <p>NS</p> <p>NS</p>	<p>Before Half Term</p> <p>27 MAY</p> <p>1 JULY</p> <p>ASAP</p> <p>BY 15 JULY</p> <p>Before 15 JULY BY 16 JULY</p> <p>ASAP</p> <p>BY 16 JULY</p> <p>BY 16 JULY</p> <p>ASAP</p> <p>BY NEXT MTG</p> <p>BY NEXT MTG</p> <p>Before end of Summer Term</p>
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<p>borrow a BBQ from Mill Farm. VS offered to draw up posters to advertise the event. NS offered to put the details in the Parish Newsletter. This will be discussed at the next meeting.</p>	<p>VS NS</p>	<p>Before end of Summer Term</p>
<p><u>Bags 2 School</u> NS has kindly arranged for 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>	<p>NS SH/AH</p>	<p>7/8 JULY BEFORE 7JULY</p>
<p><u>Summer Term Disco – Friday 20<sup>th</sup> May</u> Year 5 parents and children have been asked to help in return for funding of the transport costs for the Yr 6 Residential. SH offered to organise tickets for the children. Darren Rolls has been asked to DJ at this event.</p>	<p>SH</p>	<p>BEFORE 20 MAY</p>
<p><u>The Queen’s 90<sup>th</sup> Birthday Celebrations – Friday 10<sup>th</sup> June</u> School will hold a street party for the children to celebrate the Queen’s 90<sup>th</sup> Birthday. AW has purchased commemorative coins for all children.</p>	<p>-</p>	<p>-</p>
<p><u>Sports Day – Friday 1<sup>st</sup> July</u> The committee agreed to fund medals for Sports Day – RS offered to purchase. LB offered to purchase ice pops. The committee were asked if they would be kind enough to bring in cakes for the refreshment stall. NS/JS offered to ask parents if they would be able to help at the Summer Fete. NS offered to organise a clipboard.</p>	<p>RS LB ALL NS/JS NS</p>	<p>BY 1 JULY 1 JULY 1 JULY 1 JULY 1 JULY</p>
<p><u>Year 6 Disco – Tuesday 19<sup>th</sup> July 7.30pm – 10pm</u> NS offered to look into a disco for this event.</p>	<p>NS</p>	<p>BEFORE 19 JULY</p>
<p><u>Year 6 Bibles</u> AW will look into purchasing Bibles for Year 6 leavers.</p>	<p>AW</p>	<p>By end Summer Term</p>
<p><u>Year 6 Evening Performances - Wednesday 13<sup>th</sup> and Thursday 14<sup>th</sup> July</u> The FOSS Committee were asked if they would be kind enough to volunteer to serve refreshments at the Year 6 evening performances. To be discussed at future meetings.</p>	<p>Volun- teers</p>	<p>13/14 JULY</p>
<p><u>Astronomy Evening</u> At a previous meeting, VS offered to look into asking an Astronomy Society to visit for an evening.</p>	<p>VS</p>	<p>BY NEXT MTG</p>
<p><u>Suggestions 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>	<p>-</p>	<p>-</p>

7.	<p><u>AOB:</u></p> <p><u>School Website</u> 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 17<sup>th</sup> May 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>1. Treasurer's Report Confirm Stock Take Charity Commission: Filing of Accounts &amp; change of Trustees Outstanding invoices (Confirm MyCarer &amp; Football Club invoices) Dormant Account</li> <li>2. Items from previous minutes &amp; Other Matters Arising: 100 Club (Sept 2016) Printed Thank You Cards</li> <li>3. Expenditure Items / New Expenditure Items: KS1/Foundation play area Mini-planetarium Outdoor Building Blocks</li> <li>4. Recent Events Adults' Disco</li> <li>5. Fund Raising Items / Forthcoming Events: Bingo Race Canvas Bags Barn Dance Summer Fete Summer Term Disco Queen's 90<sup>th</sup> Birthday Celebrations Sports Day Yr 6 Disco Astronomy Evening Future Events:     Children's Event     Adults' Event     Family Event</li> <li>6. AOB</li> <li>7. Next meeting date</li> </ol>	ALL	TBC