

FOSS Minutes

Stanford in the Vale Primary School Teams Meeting Wednesday 26th April 2023 8pm

Attendees:

Karin Williams-Cuss, Amanda Willis, Jess Clark, Nev Williams, Graham Parker, Rachael Wilkinson.

Apologies:

Wendy Williams, Linzi Esplin, Lucy Conder.

	Item / Action	
1	<u>Review of previous Minutes and Actions</u> Minutes from previous meeting Wednesday 8th March 2023 were approved.	
2	<u>Declaration of AOB</u> There was no other business from the previous meeting.	

<p>3</p> <p>RW</p>	<p><u>Treasurers Report / update</u></p> <p>The Charity Commission have tightened their controls and have asked Rachael for more information about:</p> <p>The amount of volunteers we have got.</p> <p>Our Financial Controls: Annual review by Trustees. Two people should cash up each event - something we mostly do. Bank advises dual approval for transactions - Rachael has sole control at the moment. Bank also advises that all Trustees & Volunteers are DBS checked. As it stands, this should not be required as all teachers & staff at the school are DBS checked.</p> <p>Ticketed Events: If we can ticket an event at a set price we should, in theory, be able to accurately estimate how much will be banked.</p> <p>Petty Cash / Claims: Two people should sign for the gross amount and bank it, any claims should then be reimbursed from the bank account. With respect to issuing a debit card for payments & drawing cash, the bank is not favourable due to the main risks of loss or fraud. Rachael has confirmed that any claims made can be reimbursed quickly from the bank account.</p> <p>Going forward, we need to tighten our financial controls to come into line with the banks advice. In terms of being a responsible authority, the Chair, Treasurer & Secretary need to be assured as to what is going on financially.</p>	
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Review of previous months events / Queries

Easter Egg Trail

1st - 16th April 2023

Money raised - £118

Linzie did a sterling job of mapping out & setting up the trail, unfortunately the treasure box was raided on several occasions. The trail was ceased early, with the position of the box probably making it fair game. Karin suggested that the box could be put outside a property for next year, so it looks like its being monitored.

Karin said she would ask her girls to design a thank you letter to send to Stanford House, thanking them for allowing the treasure chest to be placed in their garden. Linzie also asked Amanda to put a thank you to all who helped and contributed to the Easter Trail in the next school news letter.

Adults Bingo Night

Saturday 18th March

5pm Food / 6pm Eyes Down

Money raised - £480

Overall, the evening was deemed a success. The hot food on the night did not sell that well, earlier advertising and better explanation of the event would probably improve this.

positive feedback was received with respect to the regular intervals on the night. This also had the bonus effect that it encouraged people to buy more drinks & snacks. With this in mind, it was decided to go with drinks & snacks for the next Bingo night, as this requires minimal effort for an event that was very much a success.

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Upcoming / Future Events

School Disco

Friday 19th May

Refined Times:

KS1: 5.15 - 6.15 / KS2: 6.30 - 7.30

As can be seen above, the timings have been refined so that each Disco is 1 hour long, both tickets will now cost the same. It was also decided that a 'No Mobile Phones' policy would be beneficial. This information, along with the new timings, will be printed on the tickets which will hopefully be sorted out by Talia.

Karin has booked the DJ & has had a response confirming the booking. The DJ has requested 2 people to assist with dancing supervision for the children, Emily Viggars and her friend have volunteered.

Nev will book the Tens Licence and Karin will purchase the required food & refreshments. This will include bread rolls, popcorn, sweets, soft drinks & alcohol. Approximately 80 sausages will also be required, these will go on the Bookers order for 12th May.

Karin & Wendy will get the set-up done after school pick up, volunteers are required to run the refreshments / bar. Wendy can stay to help with KS1.

A quick stock check will need to be done after the Disco, to nail down the order requirements for the Summer Fete.

School Summer Fete

Saturday 10th June

Friday 9th June

Volunteers required to help sort out the donated teddies, (small, medium, large), and raffle prizes. Karin will ask Di if she can help.

Saturday 10th June

Start set up: 10am

Start clean up: 5pm

Lucy will canvas for volunteers to help set up / clear up on the day, Nev has booked the Tens Licence.

Bar

Volunteers required. Neil Mantle, Dave Rhodes and Andy potentially. Karin has got Jude's shopping list from last year, to help with stock level requirements for the day. The full list can be worked out once a stock check gets carried out after the school Disco.

BBQ

Neil Mantle has confirmed we can borrow the fridge & Scouts BBQ again this year, he will liaise with Dave to get them over. Graham, Nev & possibly Tom Viggars will run the BBQ, a couple more volunteers would help. Sausage / hot dog numbers need to be confirmed.

David Bailey has agreed to supply the sound system, Karin has the price list for the stalls.

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Upcoming / Future Events Cont

School Summer Fete

Saturday 10th June

Stalls

Foundation - Sports, if not being handled by TA Sports on the day.

Yr 1 - Pot of Gold

Yr 2 - Wine & Water

Yr 3 - Barrel of Booze

Yr 4 - Face Painting / Tattoos

Yr 5 - Tombola

Yr 6 - Raffle

The year groups helping with the stalls will be advertised and forms sent out to sign up. Further stalls will include:

Lucky Dip, bouncy Castle, Fairground, Name a Teddy.

Stocks - Teachers & TA's will be the victims, Em will organise it.

Cake Stall - Governors will run the stall, cake donations required.

Paper Plates will be sent home with the children on 26th May, with a ParentMail reminder to be posted on 6th June.

Donations

Donations will be required for raffle prizes, Karin has a list of businesses to ask & Lucy has compiled a great email to send out.

Also needed are teddies for the Tombola, screw top bottles for Wine & Water & stickers to cover the pound coins used in Pot of Gold.

School Sports Day

Friday 30th June

Amanda Willis will go ahead & order the Sports Day Medals, ice-pops amount & order will be confirmed nearer the time.

Advance Notice

Village Summer Festival

Saturday 1st / Sunday 2nd July

Year 6 Performances

Monday 17th / Tuesday 18th July
6pm

Stanford in the Vale Primary School

150th Anniversary

Thursday 20th July 2023 - 2 - 4pm

Amanda Willis is organising a celebration for the Schools 150th Anniversary, with the History Society coming to do a display about the school. Children, parents, grandparents, ex-pupils, ex-parents etc will all be invited to come along and enjoy the day.

Would it be possible to do a cream tea for the day? Scones, jam & cream would need to be donated, this would also be a good opportunity to say goodbye to Mrs Dharmasiri.

7	<p><u>Request for funding</u></p> <p><u>Mrs Cook</u> New sterilised mud for the Foundation mud kitchen - £20 A range of early years resources - Approximately £100</p> <p><u>Mrs Finney</u> New Ocean Rain-Water trousers, 16 pairs, various sizes, to cover Foundation, Yr 1 and Yr 2 - £720</p> <p>Both requests for funding were approved.</p>	
8	<p><u>Previous Actions</u></p>	
A 1	<p style="text-align: center;"><u>Liability Certificate</u></p> <p>Was / has the liability certificate situation been clarified with respect to School Discos? Has the Disco got their own liability insurance?</p>	Ongoing
A 2	<p style="text-align: center;"><u>FOSS Facebook Page</u></p> <p>With Lucy having volunteered to fill the Facebook Admin role to get information out more effectively, It was suggested that any info should also be sent to the class reps so that they can forward it to their relevant peer groups. Short of finding a volunteer with the time to disseminate any new information, could Lucy do it? An update required to see how this is going.</p>	Ongoing
A 3	<p style="text-align: center;"><u>Best ways of paying for FOSS events</u></p> <p>Rachael Wilkinson tested the QR code (BOPP) system and it seemed to work ok. When making a purchase, the Payee enters their email address so that they can receive a receipt and are contactable, should there be any issues.</p>	Ongoing
9	<p><u>New Actions</u></p> <p>It was suggested that to help with the FOSS recruitment drive, a FOSS committee member, possibly Graham, could stand up & speak to the audience at the sharing assembly 26th May @ 2.15 - 3pm.</p>	
10	<p><u>AOB</u></p> <p>No.</p>	
11	<p style="text-align: center;"><u>Date for next meeting</u></p> <p style="text-align: center;">Teams Meeting - Monday 22nd May @ 8pm</p>	