

Friends of Stanford School

Meeting Minutes Tuesday 13th October 2020 via Zoom

Present: Ali Viggars, Pippa Clark, Diane Kirkman, Emma Payne, Amy Bignell, Jessica Clark, Amanda Willis, Karin Williams-Cuss, Amanda Mathews

Apologies: Linzi Esplin, Lee Browning, Katie Tidy

	Item / Action
1.	<p><u>Treasurer Update:</u></p> <ul style="list-style-type: none">• Signatories on FOSS bank account – AB has confirmed that the signatories are AB, DK, AV and PC.• AB confirmed the balance of the FOSS account in £13,694.27• Debit card application – no progress due to COVID-19. Review over the course of the year if still require one.• AB confirmed that money from Easy Fundraising and Amazon Smile has been going into the account.• Audit of accounts still to be organised with DW• AB to prepare treasurers report for upcoming AGM
2.	<p><u>Approval for previous minutes:</u> Minutes from FOSS meeting 17th June 2020 were approved.</p>
3.	<p><u>Review of previous months events</u></p> <p>None held due to COVID-19</p>
4.	<p><u>Future Planned Events/Revised Calendar for academic year</u></p> <p><u>Circus</u> Due to the ongoing COVID-19 pandemic, it was felt that going ahead with the circus in April 2021 was too high risk. After discussion between AV, AW, PC, KWC, DK and the circus representative it was decided to cancel the event. The deposit paid in 2019 is non-refundable but there is no further cost to FOSS. AV has removed the event from the PTA events website. All floats were previously returned to AB and refunds processed. AV still has an unclaimed refund of 2x single tickets which were bought from the school office.</p> <p><u>Christmas Cards</u> The designs have been completed and are ready to be sent off after a quarantine period.</p> <p><u>Bags to School – Tuesday 20th/Wednesday 21st October 2020</u> Reminders have been sent out and posters have been shared on fb.</p> <p><u>Easter Egg Trail – 29th March to 19th April 2021</u> Still going ahead – to be discussed in 2021 – LE previously agreed to organise</p> <p><u>Village Fete and School Fete</u> Due to COVID-19 restrictions, unclear whether these events will go ahead. Provisional date for village fete 14th/15th June 2021 and school fete 10th July 2021.</p>

	<p><u>New Events and Ideas</u></p> <ul style="list-style-type: none"> • Class Discos – suggested by FOSS to AW. Agreed that disco could be held within the class bubble for the last hour of each term before breaking up at 12pm. These would be 18th December 2020, 31st March 2021 and 22nd July 2021. FOSS will ask for £1 donation and supply sweets such as Haribo. • FOSS Christmas Hamper – one hamper in a sleigh in line with COVID restrictions for quarantine and preparation. Instead of every child bringing in a donation for the various hampers, FOSS will fill the sleigh. Cost will be £2 per ticket that can be bought via Parentmail. This can be set up mid- November. AV to send AW some info to put in the newsletter. DK has agreed to get the sleigh. AM suggested approaching other businesses for vouchers – AM has volunteered to ring round. • Christmas Elf Trail - ask some families to have elf and Christmas scene pictures in their windows, like the Easter Egg Trail and charge for the map. Agreed that payment could be made by Parentmail and a printed map could be sent home in book bags. KWC has kindly volunteered to lead this and to also contact the COOP to see if they might donate a prize. • Freecycle weekend – unwanted items in peoples gardens, produce a map, pay to join map. Agreed that this was a good idea and could be done in Term 4 (March 2021) • Virtual Distance Run – either sponsored or pay to enter. Still needs discussion but is something that could be done in Term 5 (June/July 2021). Individuals could track the miles that they do with the aim of completing a specified distance that links to the school e.g. white horse hill. • Apple Juice – suggested by KWC for this year but decided better to do in 2021. Collect apples, send off for processing and then personalised labels. Will review in the new year – www.myapplejuice.co.uk
5.	<p><u>Funding Requests</u></p> <ul style="list-style-type: none"> • Due to COVID-19 there have been no new requested for funding. • Reviewed list of funding from previous years to confirm what FOSS was happy to pay for: <ul style="list-style-type: none"> ○ Sports Medals and ice pops (approx. £210) ○ PGL Bus and bedding if PGL goes ahead (approx.£700) ○ Class Xmas Presents - £50 per class = £350 ○ IT Equipment £4000 per academic year ○ Easter Eggs = £70.00 ○ Sweets for Stanfords Got Talent (to be done behind closed doors and children filmed for website). ○ £100 per class towards their trips – max. £700 • Animals into school – AM has very kindly offered to bring animals into school and to provide educational talks tied into the topic plans where appropriate. Although AM said that the insurance would not cost much to do this, FOSS agreed to cover the cost for AM. • AV suggested asking the teachers for a “wish list” to get an idea of future funding requests for the academic year 20/21 – AW to pass on to staff.
6.	<p><u>AOB</u></p> <ul style="list-style-type: none"> • FOSS letters/posters – PC has drafted a letter to send out to parents about FOSS. Need to generate interest for attending meeting and/or joining the committee. AV suggested making more use of the FOSS page on the school website to get

	<p>information to parents. DK said that the newsletter did not appear to be having an impact. Events calendar to be sent out when confirmed and again in the new year.</p> <ul style="list-style-type: none"> • Class Reps – PC to contact previous year reps to see if happy to carry on. JC offered to be the rep for foundation. PC to let AW know ASAP so can go in the newsletter. • 100 club update – MB has organised, as of meeting approx. 41 tickets sold on Parentmail. Ned to confirm final amounts including those sold in school office. • AGM – suggested Tuesday 17th November 2020, 8pm via zoom. AV to contact AB to confirm treasurer available. AW has offered to set up the zoom invites and send out.
7.	<p>Dates for next meetings</p> <ul style="list-style-type: none"> • Proposed date for AGM – Tuesday 17th November 2020 • If AGM goes ahead on 17/11/2020 then committee meeting to be held 24th November. If AGM postponed to 24th November 2020 then committee meeting will take place after AGM.

Actions from previous meeting 26.02.2020

Treasurer Actions

Action 1 – AB	Confirm if bank have actioned addition of signatories to HSBC FOSS account – completed 13/10/2020
Action 2 – AB	Debit Card Application – on hold due to COVID-19
Action 3 – AB	Prepare accounts for DW to audit – ongoing 13/10/2020
Action 4 – AB	Money from Easyfundraising – AB to confirm money is going into FOSS account – completed 17/10/2020

General Actions

Action 1 – KWC	SumUp contactless payment machine. Get further details for registration – ongoing – 13/10/2020
Action 2 – DK	FOSS noticeboard and banner update – everything has been removed from noticeboard as parents are currently not entering the playground. DK will look into a banner when next big events take place. – ongoing 13/10/2020
Action 3 – KWC	Fairshare update – this is no longer happening due to COVID restrictions – action closed 13/10/2020
Action 4 – AV	Advertising for Circus program -email letters to local businesses and start compiling content. Now cancelled – action closed 13/10/2020
Action 5 – AV/PC	Add Circus promotional video to Facebook page and to local groups – on hold until 2021 - Now cancelled – action closed 13/10/2020

Action 6 – KT	Ask for parent help with putting Circus program together – KT had found a parent who offered to put program together. This is now on hold until 2021 - Now cancelled – action closed 13/10/2020
Action 7 – LB	BBQ for Circus – on hold until 2021 - Now cancelled – action closed 13/10/2020
Action 8 – To be assigned	Still need to obtain liability certificate for Disco once Discos can restart in school.

New Actions (From FOSS Meeting 17th June 2020)

Treasurer Actions

Action 1 – AB	Accounts to DW
Action 2 – AB	Prepare for handover after new treasurer elected at AGM

General Actions

Action 1 - DK	Purchase sleigh for Christmas Hamper
Action 2 – AM	Ring round businesses to see if any willing to donate voucher for Christmas Hamper
Action 3 – AV	Send AW details of the Christmas Hamper to go in newsletter/parentmail after half term
Action 4 – KWC	Start organising Christmas Elf Trail and contact COOP to see if could donate prize.
Action 5 – AW	Ask staff for funding “wish list” to enable FOSS to plan spending
Action 6 - AV	Send AW info about improving FOSS page on school website. AW will then contacting the individual who is responsible for contact to discuss and pass on contact details.
Action 7 – PC	Contact class reps to see if happy to carry on and let AW know.