

Friends of Stanford School

Meeting Minutes Wednesday 13th October 2021

School Hall and via Zoom due to ongoing COVID restrictions

Present: Diane Kirkman, Ali Viggars, Karin Williams-Cuss, Amanda Mathews, Emma Payne, Jessica Clark, Amanda Willis, Emma Dearlove, Linzi Esplin, Graham Parker, Jo Martin, Jenna Forth, Lucy Conder, Yvette Upton, Julie Walk

Apologies: Rachel Green, Pippa Clark

	Item / Action
1.	<u>Treasurer Update:</u> RG provided the following report - Balance at last meeting £11,143.68. There were bank transfers £5 for raffle tickets and £100 parent donation which was greatly received. There is still money to be paid into the account - £506.96 for raffle tickets and stall donations and £115 from the car boot trail. It is currently not possible to move the account from HSBC to Barclays as Barclays is not taking on anymore new charity accounts. JM suggested looking at TSB or Nationwide both of which offer debit cards.
2.	<u>Approval for previous minutes:</u> Minutes from FOSS meeting 7 th September 2021 were approved.
3.	<u>Review of previous events</u> <ul style="list-style-type: none">• Summer Raffle – the summer raffle went well, thanks to AM for contacting businesses for prizes, there is one prize from Millets that was not received in time for the raffle. This will be used as a prize for the poster competition to advertise the Christmas Event.• Car boot trail – this was a success; however, the footfall was quite low. Once again have received feedback that it would be better if the stalls were together. The trail was planned this way due to Covid. If it were to be run again a suggestion was made that we give an indication of what each stall is selling e.g., kids toys, household items etc.• AGM – the positions of Chair, secretary and Treasurer were not filled at the AGM held prior to this committee meeting (refer to AGM minutes). An EGM will be called on 10th November. JM suggested creating job role descriptions to encourage parents to come forward. AV will look into this. If after the EGM the positions are not filled, then FOSS will disband after the Christmas Event.
4.	<u>Future Planned Events/Revised Calendar for academic year</u> <u>100 Club</u> This is in hand; JC has all the info from MB who is also still willing to help if required. <u>End of term disco 22nd October 2021</u> DK has bought the sweets which are in the school office. <u>Bags to School – 19th/20th October 2021.</u> Posters are up and all bags have been sent home. LE has offered to take over the organising and distribution of posters and bags.

	<p><u>Christmas event – Friday 26th November 2021.</u> AW and EP will source a Santa for the grotto. There has been a query regarding flood lights for more light on the stalls – AW/EP to look into this. KWC suggested a hot chocolate/mulled wine stand. JM and JF offered to help. JC offered to cook the food with help from LE. DK will ask LB for an estimate as to how much food to but in advance. AV to get TENS licence for the sale of alcohol. AV also to contact helpers to see if anyone is available to help. AM will run the biscuit decoration – AW to see if school can make the biscuits. Estimated we need to reserve 7 of the twenty stalls for FOSS/school. AV will keep a record of stall numbers and hand out to sellers on the night. Grotto – AV to look at PTA events for selling tickets. Need to decide on price for tickets. Agreed to include platform fee in the price. Also agreed that books were the best gift – AW to look into cost. Poster competition – only one entry so far, consider extending the deadline.</p> <p><u>Sponsored new year run – 2022</u> On hold</p> <p><u>Suggestions for new events</u> Break the rules day – have a list of rules that the children can break for a day but have to pay a £1 e.g., wearing non uniform, having crazy hairstyle.</p> <p><u>Tea Party for Queens Jubilee</u> Discussed running an afternoon tea to tie in with the Queens Jubilee celebrations. This would be held on Friday 27th May. Could also run a bake-off challenge with a theme per class for decorating cupcakes. Also do a teacher bake off – cakes could be sold or used as refreshments for the afternoon. Parents could also contribute to the cakes and pay an entry fee – paper plates and plastic bags could be handed out. Prize for child start baker could be a “bake off” style apron that we can print using the new purchased printer.</p>
5.	<p><u>Funding Requests</u> No new requests for funding</p>
6.	<p>AOB</p> <ul style="list-style-type: none"> • Memorial for Mr Godwin – AV has emailed AW on behalf of FOSS to offer fundraising support towards a memorial for Mr Godwin. AW said that a Just Giving page for the parents would be a good idea and will look into doing this in the spring term.
7.	<p><u>Dates for next meetings</u></p> <ul style="list-style-type: none"> • EGM– Wednesday 10th November 2021. The purpose of this meeting is to fill the Chair, Treasurer and Secretary roles but if this is not possible then the committee will be disbanded.

Actions from previous meetings

Treasurer Actions

Action 1 – RG	Open new account with Barclays, Debit Card Application & signatories — will be done when account can be opened . Update 17/06/21 –RG needs to go to a branch in Oxford to be able to open an account and needs two named signatories to do it. AV and DK to go. Update 13/10/21 – Barclays are only taking on new accounts rather than charities wishing to switch. Look into alternatives – TSB and Nationwide. Ongoing 13/10/21
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General Actions

Action 1 – 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. This will be reviewed once parents are allowed back into the playground. Update 17/06/21 – DK has looked into getting banners printed and is waiting on design and cost confirmation before going ahead. Update 07/09/21 – Banners have been purchased and looked really good. Just need cable ties for fixing them up – ED offered to supply some. Notice board ongoing. Banners is use, notice board will be used again once parents can be in the playground more. Closed 13/10/21.
Action 2 – PC	Still need to obtain copy of liability certificate for Disco once Discos can restart in school. OCC still advising against these type of events. Will look into certificate once event can restart. ongoing 13/10/21
Action 3 – AV	Send AW info about improving FOSS page on school website. AW will then be contacting the individual who is responsible for contact to discuss and pass on contact details. To do once FOSS events back up and running ongoing 13/10/21
Action 4 – JC	Find out more details from KW about the printing press idea – JC has spoken to KW at school. Printer is a sublimation printer from megauk.com. One of cost for printer approx. £800. Cost for printing onto a mug approx.50p. The raw materials need to be purchased however, there would be a profit in mugs etc. could buy plain mugs for £1. Materials do not have to be purchased from the print company. The printer is portable and could be moved around on a trolley. JC is going to look into costings more to get prices for ink and look into warranty. Update 07/09/21 – FOSS committee have approved the purchase of the printer. JC to speak to KW to find best price and warranty. AW confirmed that easier for the school to purchase directly and for FOSS to then transfer funds. Update 13/10/21 – this has been purchased by the

	school and has arrived. KW will be trying it out with class 3. FOSS to pay school. Closed 13/10/21.
Action 5 – AW/AV	Tesco blue tokens – is there a specific item that the school need that FOSS could fundraise for. Update 17/06/21 – No suggestions from staff, however, could use this for fundraising to buy the sublimation printer. Update 07/09/21 – decided to apply to fundraise for new iPads. AV to look at wording. Update 13/10/21 – AV has completed online application. Closed 13/10/21.
Action 9 - AM	AM to call/email businesses for raffle prizes – update 07/09/21 AM has contacted approx. 70 businesses and is gathering together the prizes. Closed 13/10/21.
Action 10 – AV	Circulate Stikins leaflet image for class Facebook pages and send reminders over the school holidays. Update 07/09/21 – this has been done, AV to confirm if Stikins will do BACS transfer rather than cheque. Update 13/10/21 – AV contacted Stikins, will only send cheque made payable to FOSS. Closed 13/10/21
Action 1 – AM/KWC/AV	Confirm final raffle prizes for raffle and send ParentMail reminder. Closed 13/10/21.
Action 2 – DK/EP	Finalise and produce map/packs for car boot trail – closed 13/10/21
Action 3 – DK	Sweets for end of term disco on 22nd October – DK has got these, closed 13/10/21.
Action 4 – AV/AW/AM	Christmas Event – AW to measure playground to see how many stalls we could have. AV to check whether PTA-Events could be used to sell Santa’s Grotto tickets. AM to review local craft Facebook groups. Ongoing 13/10/21
Action 5 - AV	Wording/application for Tesco Blue tokens to buy iPads – closed 13/10/21
Action 6 – JC/AW/EP	100 Club registration letter to be sent to parents via ParentMail. JC to set up/speak to MB who has previously run it. Update 13/10/21 – JC has all details from MB, may need to use FOSS monies already at school for the October drawer. Ongoing 13/10/21
Action 7 – AV/RG	AV to do letter for ParentMail for notice of AGM, posters for distribution on fb groups and WhatsApp to class reps. Notice for village newsletter. RG offered to do a PowerPoint slide for the class meet and greets. Closed 13/10/21

Action 8 - LE	Contact Class Reps to see if willing to carry on for another year. Update 13/10/21 - this has been done and new class reps added. AV to email AW an updated list.
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New Actions (From Most Recent Meeting)

General Actions

Action 1 – AV	Letter to give notice of EGM on 10 th November 2021 and job role description for committee positions of Chair, Treasurer and Secretary. To be distributed in time for EGM.
Action 2 – JC	100 club numbers and monthly prizes to be sorted out.
Action 3 – AW/EP	Christmas Fayre - Source a Santa, look into books as gifts, enquire about flood lights for extra lighting for the stalls.
Action 4 – AV	TENS license for selling alcohol at the Christmas Fayre
Action 5 – AV	Start list of stall holders, approx. 7 required for school. Distribute stall numbers at the event.
Action 6 – DK	Ask LB for an idea of approx. quantities of food required for event.
Action 7 – AV	Look at PTA events for selling tickets for the Grotto.
Action 8 – LE	Posters/bags for next Bags to School collection in Spring Term.