

## Friends of Stanford School

### Meeting Minutes Tuesday 14<sup>th</sup> January 2020

Present:, Ali Viggars, Pippa Clark, Diane Kirkman, Karin Williams-Cuss, Amanda Willis, Emma Payne, Linzi Esplin, Jessica Clark, Katie Tidy

Apologies: Amy Bignell, Lee Browning, Amanda Mathews

	Item / Action
1.	<p><b><u>Treasurer/Charity Commission Update:</u></b></p> <ul style="list-style-type: none"><li>• AV/PC/DK still to complete forms to become signatories on FOSS bank account. This will be organised with AB in the next couple of weeks.</li><li>• Charity commission accounts for 2018/2019 still need to be uploaded to the website, PC/AV have looked into this but need treasurer input. To be organised with AB.</li><li>• FOSS are members of ParentKind but need to update main contact to gain access to the members area. PC to look into this. Also need to review the updated constitution and ensure that all members are aware of it. To be circulated with the minutes.</li><li>• Savings account – no update for this meeting. AB to provide update for next meeting.</li></ul>
2.	<p><b><u>Approval for previous minutes:</u></b> Minutes from AGM and subsequent committee meeting held Wednesday 13<sup>th</sup> November 2019 were approved.</p>
3.	<p><b><u>Upcoming Events</u></b></p> <p><u>Stanford's Got Talent – Wednesday 29<sup>th</sup> January 2020</u> PC to get bar license - Reviewed whether it would be cost effective to get a personal alcohol license – decided against pursuing this any further. FOSS to pay for candy floss for each performer – AW to buy Set up will be from 5pm LB to confirm able to provide and cook hot dogs and to get Panda Pops DK has offered to get the alcohol/soft drinks/crisps/chocolate Also discussed leaving flyers on each seat giving information of future events and volunteers – PC to do flyer Float to be organised – AV to contact AB</p> <p><u>Disco – Friday 7<sup>th</sup> February 2020</u> LB to confirm disco bookings. AV to check with LB that available to supply hot dogs and cook. PC to ask Class reps to put requests for help on Facebook pages PC to ask GH if happy to organise ticket sales. Previously agreed that would no longer sell glow sticks or finger lights. KT offered to look into slap bands, bracelets and neon face paints. Float to be organised – AV to contact AB</p> <p><u>Quiz Night – Saturday 28<sup>th</sup> March 2020</u> Quiz questions need to be organised. DK to look into further. Food will be provided but need to check with LB if able to provide and cater. JC said she was also happy to assist with the cooking.</p>

	<p>Selling of tickets to be organised. Raffle tickets – white horse computing have offered to supply raffle prizes and tickets which will be sold during the evening. Another meeting will be required in February to discuss the details of the quiz night further.</p>
4.	<p><b><u>Circus – Wednesday 20<sup>th</sup> May 2020</u></b></p> <p>The process of selling tickets needs to be decided, along with advertising and if a program will be done. AV went through the information supplied by Happy’s Circus in terms of recommendations for ticket sales and merchandise.</p> <p>AV proposed signing up to PTA-Events to sell the tickets to a wider audience. This is a recommendation by Happy’s Circus. AV to register and set up. FOSS have also been provided with 100 paper tickets and numerous posters. The paper tickets to be sold from school office. KT offered to ask CSK at the coffee shop if she would be able to also sell tickets on FOSS’ behalf.</p> <p>Agreed recommended ticket price of £8.50 per ticket (same price for adult or child, under 2’s sit on laps).</p> <p>Group ticket – 4 people to be sold at £7.50 per ticket (£30). A group can be made up of any number of adults and children as long as there is one adult.</p> <p>Agreed to start promoting on Facebook and FOSS website as a save the date – tickets on sale soon.</p> <p>KWC offered to contact JW to put something in village newsletter. AV to contact What’s On in Faringdon.</p> <p>Agreed that poster competition was a good idea – winner will get a ticket plus poster used for advertising. AV to send AW the poster template by 17/01/2020. Competition will close 13/2 and winner to be announced in Sharing assembly on 14/2.</p> <p>Need to look at printer costs for program but agreed in principle that worth doing. Need to approach businesses within the village to see if they would buy advertising space – recommendation £40 for full page, £25 for half, £15 for quarter. Remainder of program will be biographies for the circus performers, wordsearches, colouring etc.</p>
5.	<p><b>Actions from previous minutes</b></p> <ul style="list-style-type: none"> <li>• Request for IT budget – AW confirmed that this had been sent to AB but AW awaiting reply</li> <li>• Funding Requests – AW confirmed invoices have been submitted to AB but need confirmation</li> <li>• Funding for PGL coaches/bedding – invoice was received however, query from AB as to when agreed to pay for bedding. AW confirmed it was at a previous meeting approx... 2 years ago. Minutes need to be found for the audit trail.</li> <li>• Confirmation of Disco bookings – DK to contact LB to confirm bookings</li> <li>• Bar licenses – Disco/SGT – PC to do</li> <li>• SumUp Contactless payment – As members of ParentKind, FOSS would get a discount on this. Agreed it would be worth looking into further for events such as the school fete and quiz night. There is no cost to the individual.</li> <li>• Google drive documents – this has been set up and links to relevant folders sent out to committee members. AV and PC have password, need to consider making a note of this somewhere so that chairs and treasurer could also have access.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support for FOSS – helpers and committee members – PC created forms for volunteers to complete if they didn't mind being contacted for help at events. Table will be set up at Open Morning on 15/01/2020 to promote FOSS. Circus posters and newsletters also to be displayed. DK/PC kindly offered to organise and run</li> <li>• Noticeboard Update – DK is currently working on this</li> <li>• FOSS banner – AV to contact LB for update on costs for the banner</li> </ul>
6.	<p><b>AOB</b></p> <p><u>New funding requests</u>  Science &amp; Sports week – LB requested Explorer Dome £750 – this was agreed  DS requested Echo Dot for each classroom at a cost of £25 each – this was agreed  AW asked if funding available for either a climbing wall coming to school or organising a trip to a center such as Freedog or Rock Star. AW to look into cost and come back to FOSS committee with further info.</p> <p><u>Bags to school – Tuesday 11<sup>th</sup>/Wednesday 12<sup>th</sup> February 2020</u>  Already booked – posters/Facebook adverts to go out.</p> <p><u>Open Morning</u>  AV suggested having a FOSS table at the open mornings. PC/DK agreed to run it on 15/01/2020.</p> <p><u>Christmas jumper amnesty</u>  This was previously suggested as something that could be done after Christmas. However, suggested that it might be better to do after Oct half term when parents are looking for Christmas jumpers for children.</p> <p><u>Fairshare</u>  Previously raised by KWC as a way of providing a free snack to KS2 children. Further details – Tesco in Faringdon participate and would be allocated to Stanford School. Collection of bakery and fruit products would be a Tuesday and Thursday between 6pm-8pm. Agreed that we could trial it to see if beneficial. Suggested a rota for committee members to be able to collect and then drop off at school the following morning.</p> <p><u>5p Bottle Fundraising suggestion</u>  Suggestion from RC of each class collecting 5p's in bottles as a fundraiser. The first class to fill the bottle would win a prize – to be discussed further</p> <p><u>VE day celebrations – weekend of Friday 8<sup>th</sup> May 2020.</u>  To be discussed further – school may do something. The parish council have not confirmed any arrangements as yet but possible that FOSS could do something at the village event</p> <p><u>Wellbeing Evening</u>  KT suggested holding a wellbeing evening as a fundraising event next year. There are many local businesses and individuals offering wellbeing who could contribute. All agreed that this was a good idea.</p>
7.	<p><b>Dates for next meeting</b>  Next meeting to be held <b>Wednesday 26<sup>th</sup> February 2020, 7.30pm</b> at school.</p>

### Treasurer Actions

<b>Action 1 - AB</b>	Arrange adding PC/AV as signatories on FOSS bank account
<b>Action 2 – AB/AV/PC</b>	Update accounts on Charity Commission website
<b>Action 3 – AB</b>	Savings Account update
<b>Action 4 - AB</b>	Funding Request updates
<b>Action 5- AB</b>	Floats for Stanford's Got Talent and Disco

### General Actions

<b>Action 1 - PC</b>	Access to ParentKind Website
<b>Action 2 – PC</b>	Bar license for Stanfords Got Talent and Disco
<b>Action 3 – AV</b>	Circulate ParentKind constitution to all committee members
<b>Action 4 – LB</b>	Hot Dogs, Rolls, Panda Pops for SGT (29/01/2020) and for Disco (07/02/2020). Confirm Disco bookings.
<b>Action 5 - AW</b>	Candy floss for SGT
<b>Action 6 - DK</b>	to buy wine/soft drinks/chocolate and crisps
<b>Action 7 – PC</b>	Contact GH to see if happy to sell Disco tickets
<b>Action 8 - PC</b>	to ask class reps to put requests for help at disco on Facebook pages
<b>Action 9 – KT</b>	Bracelets, face paint, slap bands for Disco
<b>Action 10 – DK</b>	Start investigation Quiz questions
<b>Action 11 – AV</b>	Set up PTA-Events for selling Circus tickets, set up poster competition, create save the date poster to go out on Facebook, start looking into advertising for circus program
<b>Action 12 – AW/AV</b>	send poster competition template to AV, AV to amend poster competition template for Circus and return to AW to send home.
<b>Action 13 - PC</b>	Create flyer for advertising Circus and upcoming events
<b>Action 14 - KWC</b>	to advertise Circus in parish newsletter
<b>Action 15 – KWC</b>	SumUp contactless payment machine. Get further details for registration
<b>Action 16 - DK</b>	FOSS noticeboard and banner update

<b>Action 17 – KWC</b>	Fairshare update
<b>Action 18 – AW</b>	Funding request for climbing wall – further details to be provided to the committee