

Friends of Stanford School

Meeting Minutes Thursday 17th June 2021 via Zoom due to ongoing COVID restrictions

Present: Ali Viggars, Karin Williams-Cuss, Amanda Mathews, Emma Payne, Jessica Clark, Amanda Willis, Emma Dearlove

Apologies: Pippa Clark, Diane Kirkman, Linzi Esplin, Rachel Green

	Item / Action
1.	<p><u>Treasurer Update:</u></p> <ul style="list-style-type: none">• RG has made contact with Barclays but needs to go into Oxford to open an account. KWC has offered to go along as two people are required.• Signatories will be updated as part of the application to open a new account.• In the absence of RG at the meeting, a treasurer's report was provided – previous balance £10,797.33. Closing balance as of June 2021 £10,719.05 after additional monies paid in. Refer to attached Treasurer's Report June 2021 for details.• Baseline budget – To be reviewed in September after accounts completed for academic year.
2.	<p><u>Approval for previous minutes:</u> Minutes from FOSS meeting 20th April 2021 were approved.</p>
3.	<p><u>Review of previous months events</u></p> <ul style="list-style-type: none">• Just Giving Fundraiser - £397.86 was raised via the JustGiving page which is a fantastic amount. KWC has made arrangements for staff gifts and a surprise to be delivered on Friday 16th July at 10.30am.• Car Boot trail – The car boot trail was quiet on the actual day, with not many families around the village or buying from stalls. This is thought to be due to the end of half term and people having pre booked days out. £190 was raised from the sale of a place on the map. The FOSS stall raised £35, donations from other stall holders and passers by came to £157.27. All agreed that it was worth doing again as there is still a lot of interest. Advertising needs to be wider as some villagers were unaware of the event especially those that are not accessing social media. Discussed having it in a more central location such as the village hall car park or have over sequential days but decided to keep to using a map and have on one afternoon. Suggested date is Sunday 19th September 2021 from 12pm-4pm. To encourage people to go to as many stalls as possible, could consider a stamp or a sticker to collect at each stall for children to get prize at the end. ED to update previous poster to send out to let people know to save the date. KWC to send ED details for getting poster put into village newsletter. Deadline to have pitch added to map is Friday 10th September. Payment can be made via Parentmail or cash dropped at school. JC said she can collect the cash and put securely away during the summer holidays. If COVID restrictions allow, AM will run a cake stall at school.• 5p bottles – still ongoing. Reminder to be sent out to class reps to add to fb pages. AV will do this.
4.	<p><u>Future Planned Events/Revised Calendar for academic year</u></p> <ul style="list-style-type: none">• School fete – this cannot go ahead due to COVID restrictions therefore will do a Summer Raffle instead.• Summer Raffle – KWC offered to do posters, AM will continue to call/email businesses to donate prizes. Mellors Garage have already offered prizes. As there is not enough

	<p>time before the end of terms to organise prize donations and sell tickets, decided that drawer will take place on the day of the car boot trail – 19th September 2021. Tickets can be sold over the school holidays and on the stalls run by FOSS members. Use Facebook pages to update details of prizes as we get them.</p> <ul style="list-style-type: none"> • Stikins Name Labels – AV has registered FOSS/school on Stikins website. Link has been added to home page of school website which will generate 30% commission. Cheques will be paid to FOSS each October. Leaflets have been sent home in book bags. Parentmail has been sent and image circulated to add to class rep fb pages. Reminders to be sent during school holidays – AV to do this. • Bags to School – 8th/9th July 2021. Posters have been sent out and put up around the village. • Class swap day – new foundation parents coffee morning – this won't be going ahead. • End of term disco/non-uniform – this will go ahead. DK to get sweets. • Virtual Distance Run – decided to postpone until next year. Could do a sponsored new year run rather than “virtual”. • Virtual Balloon Race – postpone until next year as a fundraising event. • School Apple Juice – KWC to look into dates for collecting apples. • Suggestion of holding a Christmas event with ice rink, choir, food, stalls, a grotto and biscuit decoration. This could take place on the evening of Friday 26th November 2021. KWC/AV to contact ice rink suppliers for availability and cost. Could get sponsorship to help pay for rink. Could also have a non-uniform day for people to bring in gifts for Christmas hampers. • DK has re-registered the school for Christmas cards.
5.	<p><u>Funding Requests</u></p> <ul style="list-style-type: none"> • No current funding requests.
6.	<p>AOB</p> <ul style="list-style-type: none"> • Art week donation – Kerri Houghton and Chrissie Taylor raised money during art weeks for FOSS. KWC will organise thank you cards. • 100 club – MB is stepping down from organising the 100 club. JC has volunteered to take over. Thank you to MB for organising the numbers over the last few years. • A suggestion was made by one of the parents to look at the Adventure Centre in Clanfield as an alternative to PGL. AV to thank the parent for the info and pass on to AW to investigate options. • Fete poster – entries were received for the school fete poster design. Although the fete can't go ahead, AW would still like to purchase a small bar of chocolate for the children that took part. Agreed this is fine. • AM queried the availability of sanitary bins for the year 5 girls. AW confirmed there used to be a bin but will check. • KWC raised setting the date for the AGM. AV to get in touch with RG to contact DW to see if he is willing to audit the accounts again and decide when this could be done by. If complete by end of school holidays, the AGM could take place before half term and hopefully attract new members to help with Christmas events. AV to look at posters to send out to encourage people to volunteer. • Katie Tidy has decided to step down from the committee. FOSS would like to thank Katie for all her contributions over the last couple of years.
7.	<p>Dates for next meetings</p> <ul style="list-style-type: none"> • The date for the next meeting is Tuesday 7th September 2021 8pm. To be confirmed if can be held at school.

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 a second person. KWC has offered to go with RG. ongoing 17/06/21
Action 2 – RG	Review and discuss baseline budget. Update 17/06/21 – this might be better to be reviewed at the end of the academic year – ongoing 17/06/21
Action 3 – RG	Confirm all monies received from previous events – RG sent apologies for attending the meeting but provided a treasurer’s report to confirm monies received.

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. Ongoing 20/04/21
Action 2 – PC	Still need to obtain copy of liability certificate for Disco once Discos can restart in school. Ongoing 20/04/21.
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. Ongoing 20/04/21
Action 4 – DK	Wording for newsletter re the stars kindly donated by Mrs Houghton. Closed 17/06/21
Action 5 – 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. Ongoing 17/06/21
Action 6 – ED	Create poster/information for Car boot trail. Closed 17/06/21
Action 7 – EP/JC	Set up map and website link/ParentMail for Car boot trail. Closed 17/06/21
Action 8 – AV	Contact person who supplies fairground ride/bouncy slide at fete to see if still available and willing. PC has contact details. Update 17/06/21 – AV contacted BH regarding the fete and he confirmed he would be able to attend. However, due to the COVID restrictions, the fete is no longer going ahead. AV to contact BH to cancel booking Ongoing 17/06/21
Action 9 – DK	Put together FOSS information in time for induction evening – DK has supplied information to AW to be sent home. Induction evening had to be moved online due to COVID restrictions. Closed 17/06/21.
Action 10 – AW	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. Ongoing 17/06/21.
Action 8 – AV	Coffee morning information for new foundation parents – ask PC/GH what was done in previous years. This cannot go ahead due to COVID restrictions – closed 17/06/21.

New Actions (From Most Recent Meeting)

General Actions

Action 1 – ED	Update car boot trail poster with new date – Sunday 19 th September 12pm – 4pm. Send to be included in village newsletter.
Action 2 – AV	Send remind about 5p bottles
Action 3 - KWC	KWC to do posters for Summer Raffle
Action 4 - AM	AM to call/email businesses for raffle prizes
Action 5 – AV	Circulate Stikins leaflet image for class facebook pages and send reminders over the school holidays.
Action 6 – JC	JC to gather more information regarding cost of printing press materials and what the warranty is.