

## Friends of Stanford School

### Meeting Minutes Tuesday 24<sup>th</sup> November 2020 via Zoom

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

Apologies: Emma Dearlove

	Item / Action
1.	<p><b><u>Treasurer Update:</u></b></p> <ul style="list-style-type: none"><li>• One of the points raised by the previous treasurer at the AGM was whether we should move the FOSS account to a bank that has a branch with counter service in Wantage. The committee agreed that this was a good idea. RG will look into options between Barclays, Lloyds TSB and Nationwide.</li><li>• The debit card application and updating of signatories still needs to be done, however, committee agreed it would be better to wait until a decision has been made about moving banks and then do it all together.</li></ul>
2.	<p><b><u>Approval for previous minutes:</u></b> Minutes from FOSS AGM meeting 17<sup>th</sup> November 2020 were approved.</p>
3.	<p><b><u>Review of previous months events</u></b></p> <p><b>Bags to School</b> – bags to school did well again in October. Due to COVID-19 restrictions, the bags had to be left outside, however, if they get wet, they will not be taken. AW suggested getting a tarpaulin to be able to cover the bags in future – KWC offered to purchase one.</p> <p><b>Christmas Cards</b> – We are still waiting on 4 tea towel orders to be returned to school and there are some outstanding cash/cheques to pay into the account. KK is going to pay the invoice in order to claim back the VAT.</p>
4.	<p><b><u>Future Planned Events/Revised Calendar for academic year</u></b></p> <p><b>Class Discos</b> – first class disco will be going ahead within the class bubbles on Friday 18<sup>th</sup> December before term ends. FOSS will supply sweets which DK has offered to purchase. DK also volunteered to put together a letter to go out to parents. Parents will be asked for a £1 donation and it will be non-uniform.</p> <p><b>FOSS Christmas Hamper</b> – All hamper gifts and presents from FOSS and other businesses have now been collected. Cost will be £2 per ticket that can be bought via ParentMail. AM has managed to secure tickets for Birdland, Blenheim Palace and Roves Farm. Donations have also been gratefully received from Katie Tidy – Escape &amp; Enchantment, Chrissy Morton – Taylors Boho Designs, Gill Moss – Little Lanterns, Claire Selkirk Harris – Stanford Coffee Shop, the Co-op and from SMEG courtesy of Leanne McArdle.</p> <p>Discussed and agreed that tickets could also be sold via the school office and Stanford Coffee shop by asking people to put cash in a named sealed envelope detailing the number of tickets required. The boxes normally used for Christmas hamper choices can be used for this purpose. AV to send AW poster and letter to parents with info ready to go out on Friday 27<sup>th</sup> November 2020. RG, KT and DK have all offered to help with converting the purchased tickets into raffle tickets for the draw.</p>

	<p>AW and AV previously agreed draw to take place during the Zoom collective worship on Friday 11<sup>th</sup> December at 9.05am. LE suggested filming the draw to put on the website. AW agreed that committee members could come into the hall to do the draw. RG offered some gingerbread man costumes – LE and KT have volunteered to dress up and do the draw. EP will film for the website. SMEG have also requested a photo of the Mixer is taken and sent to them.</p> <p>KT asked if it was possible to set up ParentMail for parents to purchase tickets for particular items so that we could get an idea of what type of prize people tend to go for. Agreed this would be too complicated, however, the class reps could ask parents on the class face book pages.</p> <p><b>Christmas Elf Trail</b> – Rather than making elves, decided that we could just put posters in windows. RG suggested a theme of “helping Santa’s elves find their lost presents”. All committee members in the village agreed to display a poster in the window – KWC asked for addresses to be sent to her for the map. Committee agreed a sentence to be unscrambled. AW offered to print the presents with the required letters. KWC to do map and provide letter for ParentMail. Cost will be £2 per map. AM to ask CSH if OK to sell maps at Stanford Coffee Shop during holidays. Payment can be made on ParentMail until 14<sup>th</sup> December, maps will be sent home in book bags. Hobby Craft have offered a prize – agreed to use this for elf trail instead of raffle.</p> <p><b>Virtual Balloon Race</b> – suggestion from JC for a virtual balloon race. FOSS would pay approx. £36 for balloons which are then individually sold. The race is entirely virtual. JC to find out more but suggestion that this could be done in Jan/Feb or to coincide with Valentine’s day.</p> <p><b>Easter Egg Trail – 29<sup>th</sup> March to 19<sup>th</sup> April 2021</b> - Still going ahead – to be discussed in 2021 – LE previously agreed to organise</p> <p><b>Freecycle weekend</b> – 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)</p> <p><b>Virtual Distance Run</b> – 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.</p>
5.	<p><b><u>Funding Requests</u></b></p> <ul style="list-style-type: none"> <li>• Following on from the points raised by the previous treasurer at the AGM about a review of spending, RG agreed to look at previous funded items and to come up with a “base budget” of cash that FOSS should always have in the account for expenditure. Funding should be reviewed in Q3 of a year, so that information can be given to AW to plan the budget in January of the following year ready for the new tax year in April.</li> <li>• AW reminded committee that we have already agreed to pay the IT funding of £4000 for this academic year. We could look at smaller amounts the following year.</li> <li>• Wish list – AW requested that the reading books lower down the school need to be replaced at an approximate cost of £2000. AM asked whether Osbourne books could be an option as discounts can be obtained from sellers. AW to ask RC at school to look into this further.</li> </ul>

6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Ideas to engage other members to join. The newsletter that DK has been putting together each term does not seem to be having the desired effect. Suggestion that it might be better to approach people directly at events when they can take place again. PC has seen a booklet produced by another school about what it means to be on a school parent committee. This is something FOSS could also do. Suggestion of a FOSS social event when COVID restrictions allow, for example a meal at pub.</li> </ul>
7.	<p><b>Dates for next meetings</b></p> <ul style="list-style-type: none"> <li>Next meeting will be Tuesday 12<sup>th</sup> January 2021</li> </ul>

### Actions from previous meetings

#### Treasurer Actions

<b>Action 1 – RG</b>	Debit Card Application – committee agreed to keep this on hold until it is decided if we move to a different bank - ongoing 24/11/2020
<b>Action 2 – RG</b>	Review whether to stay with HSBC or move to Wantage bank – ongoing - RG will investigate options – Barclays, Lloyds TSB or Nationwide in Wantage - ongoing 24/11/2020
<b>Action 3 – RG</b>	Update signatories to include RG as new treasurer – ongoing - review when decision about moving makes is made - ongoing 24/11/2020

#### General Actions

<b>Action 1 – KWC</b>	SumUp contactless payment machine. Get further details for registration. – ongoing – 13/10/2020. Various offers on at the moment, KWC suggested getting the one on best offer, however, this would require an app on a phone which each person using the machine would need to have. Or would need a FOSS phone and pay for SIM/3G. After discussion KWC proposed getting the standalone SumUp that has in built 3G/Wi-Fi and no contract – on offer on website for £89. All agreed this was a good idea. KT offered to investigate and order as possible more discount with refer a friend offer. Ongoing 24/11/2020
<b>Action 2 – DK</b>	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. This will be reviewed once parents are allowed back into the playground. Ongoing – 24/11/2020

<b>Action 3 – PC</b>	Still need to obtain copy of liability certificate for Disco once Discos can restart in school. Ongoing – 24/11/2020.
<b>Action 4 - DK</b>	Purchase sleigh for Christmas Hamper - DK waiting for stock to arrive in Home Bargains. Agreed anyone could get if they see one. Ongoing – 24/11/2020.
<b>Action 5 – AM</b>	Ring round businesses to see if any willing to donate voucher for Christmas Hamper – completed 24/11/2020.
<b>Action 6 – AV</b>	Send AW details of the Christmas Hamper to go in newsletter/ParentMail after half term – AV to do once donations finalized.
<b>Action 7 – KWC/AW</b>	Start organising Christmas Elf Trail and contact COOP to see if could donate prize. – KWC to organise, AW to print present/letters. COOP donation is in raffle hamper, use Hobbycraft donation for trail.
<b>Action 8 – AW</b>	Ask staff for funding “wish list” to enable FOSS to plan spending – completed 24/11/2020.
<b>Action 9 - AV</b>	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 24/11/2020
<b>Action 10 – PC</b>	Contact class reps to see if happy to carry on and let AW know. Completed 24/11/2020.
<b>Action 11 - PC</b>	Resend Easy Fundraising and Amazon Smile email to parents – PC to do.
<b>Action 12 – GH</b>	Contact developers regarding contribution to school IT budget – GH has been in touch with Lagan Homes who have referred to head office. They have already given money for having their advertising board on school property. David Wilson Homes need to speak to PR department, GH still to speak to Earthline – ongoing 24/11/2020.

### **New Actions (From Most Recent Meeting)**

#### **Treasurer Actions**

<b>Action 1 – RG</b>	Review options for moving FOSS account to a wantage bank. If going ahead, add RG to signatories and apply for debit card.
<b>Action 2 – RG</b>	Review FOSS accounts to set up base budget.

### General Actions

<b>Action 1 - KWC</b>	Purchase tarpaulin to use for future bags to school drop offs to protect from weather.
<b>Action 2 – DK</b>	Purchase sweets for children in each class ready for disco on Friday 18 <sup>th</sup> December. Send letter for ParentMail.
<b>Action 3 – KT</b>	Investigate costs and offers for SumUp machine and purchase.
<b>Action 4 – AW</b>	Get further information and prices from teaching staff regarding replacement of reading books.
<b>Action 5 – JC</b>	Get further information for signing up to Virtual Balloon Race. To be discussed at next meeting.