

Friends of Stanford School

Meeting Minutes Wednesday 26th February 2020

Present: Ali Viggars, Pippa Clark, Diane Kirkman, Karin Williams-Cuss, Emma Payne, Katie Tidy, Amy Bignell, Lee Browning

Apologies: Linzi Esplin, Jessica Clark, Amanda Mathews, Amanda Willis

	Item / Action
1.	<p><u>Treasurer/Charity Commission Update:</u></p> <ul style="list-style-type: none">• Signatories on FOSS bank account – form has been completed and handed to bank; DK has also been included. AB to confirm if bank have actioned.• Charity commission accounts for 2018/2019 have been uploaded to the Charity Commission website.• ParentKind login has been activated• Savings account – AB is still looking into this. At the moment the standard savings accounts are not worth moving to. Update at next meeting.• All funding requests that AB has received invoices for have now been paid.• AB has requested that all funding requests are only discussed at committee meetings in order to have an audit trail.• The funding request and approval for PGL bedding has been located in an email from AW to FOSS committee 18th January 2019. Copy of the email has been kept with the invoice.• Stripe is active and working – the FOSS account is receiving payments from PTA-Events for Circus ticket sales. AB requested names of the individuals making payments. AV advised that this is available as a download on the PTA-Events website. AV to provide AB with admin login.• DK asked AB whether the application for a debit card has been completed – this is ongoing at the moment.
2.	<p><u>Approval for previous minutes:</u> Minutes from FOSS meeting 14th January 2020 were approved.</p>
3.	<p><u>Review of previous months events</u></p> <p><u>FOSS table at open morning</u> Overall, did get people interested and offering to help. Decided that it was worth doing again at future open mornings and the open evening later in the year.</p> <p><u>Stanford's Got Talent</u> The evening was successful with high attendance from parents and children. The FOSS refreshments raised £246.64 after expenses. This is just under based on previous year, but more stock had to be purchased.</p> <p><u>Bags to School</u> A total of £193.20 was raised through Bags to School</p> <p><u>Disco – Friday 7th February 2020</u> Both the KS1 and KS2 discos were well attended. A total of £580.27 was raised.</p>

	<p>The neon face paints and the light up bracelets proved very popular. A query was raised about the plastic bracelets being eco-friendly. They are reusable as bracelets once the lights have stopped working. Discussed asking school eco-club to suggest items that could be sold.</p>
<p>4.</p>	<p><u>Future Events</u></p> <p><u>Quiz Night – Saturday 28th March 2020</u></p> <ul style="list-style-type: none"> • AB’s husband has kindly offered to be Quiz Master and has prepared a suitable quiz • Agreed start time of 6.30pm and break for food after an hour • LB said that he could help with catering – decided on Chilli and rice with a vegan/vegetarian option • Need to purchase alcohol and soft drinks • Plates and cutlery available at school – need to ask to be able to use the kitchen. • Agreed £10 per ticket including food. Drinks at the bar will be extra. Prosecco will be sold by the bottle. • Teams – 4-6 people per team, capacity of 100 people. Team can be made up on the night if people are not already part of a team. • Tickets will be sold in the office – PC to provided ticket sales list similar to the bingo with indication of food option. • Prizes – bottle on wine per person on the team. KWC to look into getting a small team trophy. Wooden spoon for the losing team. • AW has raised that it is Earth Hour at 8.30pm on the evening of the quiz – need to look into candles/LED candles as alternative light source. Jam jars could be used for real tealights. • PC to get Bar License – after this event and the disco in April, PC will no longer be able to apply and someone else will need to take over. • PC has offered to go through list of helpers to see if anyone else can help on the night • Table service for drinks will be offered <p><u>Easter Egg Trail – Friday 27th March to Friday 24th April 2020</u></p> <ul style="list-style-type: none"> • Sentence for the Easter Egg trail is currently being worked on by AW • VM has kindly offered to organise the event again this year • Suggestion at meeting that some different houses should be used this year as it is becoming easy to work out where the egg pictures will be. • EP confirmed that the school were expecting a hamper from a supplier that can be used as the main prize. Need to ask Co-op whether they will supply an Easter Egg as in previous years. KT agreed to look for a voucher prize. <p><u>School Disco – Friday 24th April 2020</u></p> <ul style="list-style-type: none"> • This Disco is run by Year 5 children and parents in exchange for FOSS covering the cost of bedding and coaches for the PGL trip at the end of the year when the children are then in year 6. • Letters informing parents need to be sent by the end of March and should be clear that help is needed for both KS1 and KS2 discos. FOSS members will still be needed to oversee the event. • Suggestion that for 2021 the requirement for Year 5 to help should be communicated in the first PGL meeting. All agreed this was a good idea. • AB still needs a liability insurance certificate from the DJ.

	<p>Circus – Wednesday 20th May 2020</p> <ul style="list-style-type: none"> • Tickets are now on sale at the School office, Stanford Coffee Shop and at www.PTA-Events.co.uk/friendsofstanfordschool • KWC to ensure Circus is advertised in the village newsletter each month. • PC/AV to add promotional video link to Facebook page. • All to promote on social media • Poster winner was chosen and announced at sharing assembly and given a single ticket (value £8.50). DK has created posters using the winning design for distribution around the village. • What's On is no longer publishing so targeting social media and schools in addition to village website and newsletter • LB to look into borrowing scouts BBQ for event • Suggestion to sell small bags of pick and mix sweets – all agreed this was a good idea. • Need Bar license – someone needs to offer to do this nearer the time as PC will have reached the maximum number that can be requested by one individual. • Suggestion of having a fancy dress competition along the lines of the Circus theme of Fantasy and Fairies. • AV has created a letter template to ask local businesses if they would like to advertise in the program. Letters to be emailed – replies by end of March. • KT to ask a parent for help with putting together program content. Agreed to include: <ul style="list-style-type: none"> - wordsearch, colouring, dot to dot, jokes page (jokes provided by children), running order, photos of performers, biographies of performers and adverts. • Suggestion that small packs of colouring pencils/crayons could also be sold. • Once size of program has been established, will look at printing options – LB has a contact. Suggested could do at school but FOSS pay for ink and paper.
5.	<p><u>Funding Requests</u></p> <ul style="list-style-type: none"> • Playground items - Skipping ropes at a cost of £20 and crates at a cost of £180 for the KS2 playground. This was agreed and approved. • Sports Week – Better Leisure Swindon – trampolining and ice skating for each class - £2,040 plus the cost of coaches £1,230. The committee members felt that this was a considerable amount of money and that it would not be possible to commit to this due to the amount of money already paid out this academic year, plus the contingency needed for the circus and the funding already approved for the Explorer Dome (£750). Further discussion needed – but could contribute. • VE day – school will be having a picnic lunch on the field. The British Legion are selling commemorative pins at £2 each. Committee agreed that pins may not be the best and were quite expensive. Agreed to look at alternatives.
5.	<p><u>Ongoing actions from previous meeting</u></p> <p>SumUp machine – needs to be investigated further. Also need to establish whether we need access to a mobile with data (i.e. needs a SIM card). AV could provide a phone to use.</p> <p>FOSS banner – LB waiting to hear back from the supplier</p> <p>Fairshare– lady that KWC originally in touch with at Tesco Faringdon has now left. KWC waiting for new person to make contact.</p>
6.	<p><u>AOB</u></p>

	<ul style="list-style-type: none"> • Money from Easyfundraising – PC asked AB whether monies from Easyfundraising have been paid into the FOSS account – AB to check. • DK suggested creating a sub-committee to start discussing the School fete. AV suggested asking parents for offers of help to be on the sub-committee. • Suggestions for events over the summer holiday – possible car boot sale at school over the summer has been put forward. Need to discuss more.
7.	Dates for next meeting Next meeting to be held Wednesday 1st April 2020, 7.30pm at school.

Actions from previous meeting 14.01.2020

Treasurer Actions

Action 1 - AB	Arrange adding PC/AV as signatories on FOSS bank account –26/02/2020 - completed
Action 2 – AB/AV/PC	Update accounts on Charity Commission - 26/02/2020 - completed
Action 3 – AB	Savings Account update – ongoing 26/02/2020
Action 4 - AB	Funding Request updates - 26/02/2020 - completed
Action 5- AB	Floats for Stanford’s Got Talent and Disco - 26/02/2020 - completed

General Actions

Action 1 - PC	Access to ParentKind Website - 26/02/2020 - completed
Action 2 – PC	Bar license for Stanfords Got Talent and Disco - 26/02/2020 - completed
Action 3 – AV	Circulate ParentKind constitution to all committee members - 26/02/2020 - completed
Action 4 – LB	Hot Dogs, Rolls, Panda Pops for SGT (29/01/2020) and for Disco (07/02/2020). Confirm Disco bookings. - 26/02/2020 - completed
Action 5 - AW	Candy floss for SGT - 26/02/2020 - completed
Action 6 - DK	to buy wine/soft drinks/chocolate and crisps - 26/02/2020 - completed
Action 7 – PC	Contact GH to see if happy to sell Disco tickets - 26/02/2020 - completed
Action 8 - PC	to ask class reps to put requests for help at disco on Facebook pages - 26/02/2020 - completed
Action 9 – KT	Bracelets, face paint, slap bands for Disco - 26/02/2020 - completed
Action 10 – DK	Start investigation Quiz questions - 26/02/2020 - completed

Action 11 – AV	Set up PTA-Events for selling Circus tickets, set up poster competition, create save the data poster to go out on Facebook, start looking into advertising for circus program - 26/02/2020 - completed
Action 12 – AW/AV	send poster competition template to AV, AV to amend poster competition template for Circus and return to AW to send home. - 26/02/2020 - completed
Action 13 - PC	Create flyer for advertising Circus and upcoming events - 26/02/2020 - completed
Action 14 - KWC	to advertise Circus in parish newsletter – ongoing 26/02/2020
Action 15 – KWC	SumUp contactless payment machine. Get further details for registration – ongoing – 26/02/2020
Action 16 - DK	FOSS noticeboard and banner update – 26/02/2020 Update– notice board complete, LB waiting to hear back from supplier re banner.
Action 17 – KWC	Fairshare update Ongoing 26/02/2020
Action 18 – AW	Funding request for climbing wall – further details to be provided to the committee – ongoing 26/02/2020

New Actions (From FOSS Meeting 26th February 2020)

Treasurer Actions

Action 1 - AB	Confirm if bank have actioned addition of signatories to HSBC FOSS account
Action 2 - AB	Savings Account update
Action 3 - AB	Debit Card Application
Action 4 – AB	Float for quiz ticket sales
Action 5 – AB	Float for bar at quiz night

General Actions

Action 1 - AV	Give AB admin access to PTA-events website
Action 2 - LB	Food for Quiz Night on Saturday 28 th March 2020
Action 3 - PC	Bar license for Quiz Night 28/02/2020

Action 4 – PC	Ticket sales list to office for quiz night
Action 5 - DK	Restock wine and refreshments for Quiz night (stock list has been updated since disco on 07/02/2020 and is on google drive). Extra wine for winning team
Action 6 – KWC	Look into getting small trophy for winning quiz team
Action 7 – KT	Look into prizes for Easter Egg Trail – ask Coop for egg, approach businesses for a voucher
Action 8 – KWC	Update Circus advert in Parish Newsletter
Action 9 – AV	Advertising for Circus program -email letters to local businesses and start compiling content
Action 10 – AV/PC	Add Circus promotional video to Facebook page and to local groups
Action 11 – KT	Ask for parent help with putting Circus program together.
Action 12 - LB	BBQ for Circus