

FOSS Minutes

**Stanford in the Vale Primary School / zoom
Monday 14th March 2022
7:30pm**

Attendees:

Amanda Willis, Ali Viggars, Linzi Esplin, Nev Williams, Karin Williams-Cuss, Peter Forth, Emma Payne.

Apologies:

Graham Parker, Rachael Wilkinson, Jude Ponting, Jo Selwood, Lucy Condor.

| | Item / Action | |
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| 1 | <u>Review of previous Minutes and Actions</u> Minutes from previous meeting were approved. | |
| 2 | <u>Declaration of AOB</u> Charity Commission Names: Total of 16 on FOSS committee, AV to register 11 leaving 5 unregistered. The 5 names not registered are: Karin Williams-Cuss, Linzi Esplin, Wendy Williams, Amanda Mathews and Emma Dearlove. Use of Sum-Up machine and fees: Look at putting up prices overall, (Card + Cash), or absorb fee? Absorbing the fee works out at 4p per transaction. Jude Ponting has said she will look into the profit / loss on this with her husband Dave. | TBC Next Mtg |

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| <p>3</p> | <p><u>Treasurers Report / update</u></p> <p>A profit of £1000 has been made.</p> <p>A £4000 contribution was requested towards IT expenditure for financial year 2021/22. This was agreed by the committee & signed off by Chair Pete Forth. The contribution has helped purchase new desktop computers for Foundation & the office, a new iPad for each class and a new desktop trolley.</p> <p>Discuss new signatories - X2 signatories required.</p> <p>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 or at least apply for debit card for HSBC. Ongoing 12/01/22.</p> | <p>Ongoing</p> <p>Ongoing</p> |
| <p>4</p> | <p><u>Review of previous months events / Queries</u></p> <p>Stanfords got Talent - This was considered a success & bar prices were well received.</p> | |
| <p>5</p> | <p><u>Upcoming / Future Events</u></p> <p style="text-align: center;"><u>Ukrainian Cakes</u> Friday 1st April 2022</p> <p>Karin suggested a cake fundraiser for the Ukrainian humanitarian crisis. Details will be distributed via ParentMail Newsletter & School website. Suggested pricing: Fairy cake: £0.50, Victoria Sponge: £5 - Feel free to donate more if you want. Children to drop off cakes in the morning, Pete & Karin to organise, require 2 volunteers. Set up at 2pm to sell at 3pm.</p> <p style="text-align: center;"><u>Easter Egg Hunt</u> 2nd - 24th April 2022</p> <p>Linzi has suggested a new format, it is based on a key system that will be visible in peoples windows around the village. The children will follow the route to open boxes, crack the code & open the combination lock to grab the chocolate. Linzi will sort the route + map, the maps will be sold at the Ukraine cakes stall for £2 each.</p> | |

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Upcoming / Future Events (Cont)

Queens Platinum Jubilee Bake Off

Friday 27th May 2022

A Theme for each class: Flags, crowns, design a plate, The Queen through the ages, hopes & aspirations for the planet.

Jubilee Bake Off: For those that want to take part, cakes to be in Friday morning. Judging will be carried out by Jo (coffee shop), Pete & Katie. Katie will sort 10 aprons as prizes for the winners.

FOSS volunteers required to help make tea & coffee + arrange donated cakes etc. Parents will be invited in 2-3pm for Afternoon Tea with cakes from bake off entries being used as bait. Prizes will be presented at 3pm.

PF will organise on the day & AV to contact parent reps for volunteers. ED will design a poster and details will be distributed via ParentMail / newsletter.

Next Mtg

Mr Godwin's Memorial Day

Monday 13th June

There will be a Drummer on the day and each class will sing a song. Decorative stones will be made to create a memorial path. FOSS help required for making tea, coffee & set up the Afternoon Cream Tea, with scones being made / donated by parents.

Advance Notice

Village Summer Festival

Sunday 19th June

FOSS help required to Set up / manning of BBQ / clear down & pack away. Volunteers required to run the BBQ on the day on an hourly basis. Rolls / meat to be decided nearer the time.

Sports Day

Friday 1st July 2022

FOSS help required with setting up, refreshments & cake donation.

Year 6 Performance

14/15th July

Refreshments required for Year 6 Performance @ 6pm. Serve from 5:30pm & at interval.

School Summer Fate

Saturday 9th July

Parents Reps will be asked to assist & contact other volunteers. TA SportStars have requested to set up a stall & will donate money to the school.

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| 6 | <u>Request for funding</u> | |
| | Not required. | |
| 7 | <u>Previous Actions</u> | |
| <u>A 1</u> | <u>Liability Certificate</u> | |
| PC | Need to obtain a copy of liability certificate for Discos, once Discos can be held in school again. OCC still advising against these type of events, once they restart will look into the certificate. | Ongoing |
| <u>A 2</u> | <u>School Website</u> | |
| AV | Send AW info about improving FOSS page on school website. AW will then contact the individual who is responsible to discuss and pass on contact details. Jude suggested holding a cheese & wine party at the local pub, as a way of improving relationships & better communicating the role FOSS plays with respect to the school. To do once FOSS events are up and running again. | Ongoing |
| <u>A 3</u> | <u>Bags to School</u> | |
| EP LE | Posters / bags for next bags to school collection in Spring Term. Collection 15 / 16th February, EP will update form & staple to each bag. Distribute laminated posters & LE to email to put in newsletter. | Next Mtg |
| 8 | <u>New Actions</u> | |
| <u>A 1</u> | <u>FOSS Mailbox</u> | |
| AV PF | AV is the only one checking, Pete Forth has agreed to take over. | TBC |
| <u>A 2</u> | <u>Google Drive</u> | |
| AV PF | Pete Forth has agreed to take this over from AV. | TBC |
| <u>A 3</u> | <u>FOSS Kit</u> | |
| | Storage options to be discussed. | Next Mtg |
| A 4 | <u>TA SportStars</u> | |
| | Email reference their offer to run an Event Stall & donate money / portion of profits to the school. | Next Mtg |

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| 9 | <u>AOB</u> No. | |
| 10 | <u>Date for next meeting</u> Tuesday 26th April @ 7.30pm | |