

Friends of Stanford School Committee Meeting

Wednesday 22nd May 2019

Present:, Lee Browning, Amanda Willis, Ali Viggars, Pippa Clark, Diane Kirkman, Eva Geekie and Karin Williams-Cuss

Apologies: Rhian Atkins, Katie Tidy, Emma Huby, Vicky Maunder, Sarah Pitts
Vicky Summers, Amy Bignell

[Please note FOSS email address: fossadmin@btinternet.com]

	Item/Action	Who?	When
1.	Treasurer Update on previous events – Previous events: Family Bingo – raised £1390.80, profit after expenses as of 01/04/19 £1136.55 Easter Trail – raised £225 Disco – raised £897.91, expenses £203.02, Total profit £694.89 Closure of dormant accounts – still needs confirming if this has been done	AB/AV AB	- NEXT MTG
2.	Previous minutes – minutes were approved.	-	-
3.	Disco Feedback/Suggestions Following the Disco on 17/05/19 there has been a request from Eco Club that glow sticks are no longer used as they are bad for the environment. This was agreed but need to decide what to do with the surplus stock (approx 200 remaining). Suggestion that if chips are provided again that paper cones are used rather than the polystyrene trays (these were used as already had stock). The lanyards for FOSS members seemed to work very well. Thank you to DK for organising this.	ALL	NEXT MTG

4.	Charity Commission Update – number is being displayed on all posters, tickets, events. Need to remove any notes on for bar events for voluntary price as there is a proper price list now.	ALL	NEXT EVENT
5.	FOSS forward financial planning. Wish list from school for funding – total approx. £1600 from staff requests Already purchased: <ul style="list-style-type: none"> • Foundation – maths resources - completed • Year 1 – writing slopes - completed • Forest School – binoculars - completed, • Art Supplies – Watercolour Pencils Still to order: <ul style="list-style-type: none"> • Bird tables – LB has seen suitable well priced tables - agreed to purchase two. • 3 classes would like a compact camera • Restocking of playground toys 	- AW	- NEXT MTG
6.	FOSS Newsletter All agreed that DK had done a great job on the first FOSS newsletter. DK offered to produce the next newsletter which would be sent at end of week before half term and contain previous event information and confirmation of new events.	DK	24/05/19
7.	Upcoming Events <u>Village Summer Festival – 16th June 2019</u> <ul style="list-style-type: none"> • FOSS will be running a BBQ on Sunday 16th June at the festival from 1.30pm until close (approx 6pm). • Volunteers initially from FOSS are required to help – DK offered to send out message • LB has kindly offered to do all the cooking. • LB offered to source all the food – hot dogs, Burgers and Veg/Vegan options. Price discussed as Hot Dog £2.50; Burger £3.00; Veg option £3.00. • Two people are required from 12pm to help set up and will then need 2 people on a 	DK LB	ASAP 16/06/19

	<p>rota to serve and take the money.</p> <ul style="list-style-type: none"> Discussed selling ice pops for 50p each, need to look into cool boxes/whether there is access to power. KWC offered to contact someone who may be able to help AB requested via AV what float would be required. AV to email AB with details <p><u>Sports Day – Friday 5th July 2019</u> FOSS to provide refreshments</p> <ul style="list-style-type: none"> Tea, Coffee and Squash by donation Medals have been ordered LB offered to get the Ice Pops x 300 Help required to set up and wash up during event Year 6 children will be helping to run the event <p><u>Bags to School 11th/12th July 2019</u></p> <ul style="list-style-type: none"> Poster still needs to be amended to include village community. Organised by AW/EP KWC offered to email JW to add to the village newsletter. <p><u>School Summer Fete - Saturday 13th July 2019</u></p> <ul style="list-style-type: none"> Plates for Cakes to be sent out Monday 8th July – PC and JS offered to organise this. EG has wording for slip of paper, check to see if plates need to be bought. Poster competition paper to be sent home 24/05/19 Help will be needed on the Friday 12th to organise tombola prizes – bought in by children for non-uniform day. AW confirmed that the Library can be used for going through the donations. DK offered to send out letters for Raffle Prizes. Request to be sent for Teddy Tombola and for toy vehicles and jewellery for the stalls. DK to add to FOSS newsletter AW to check if WE and KA happy to set up sports stalls EG to check if slide/roundabout 	<p>KWC</p> <p>AV</p> <p>LB</p> <p>AW KWC</p> <p>PC/JS/EG</p> <p>AW</p> <p>AW/DK</p> <p>AW</p> <p>EG</p>	<p>06/06/19</p> <p>ASAP</p> <p>05/07/19</p> <p>ASAP</p> <p>05/07/19</p> <p>24/05/19</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
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	<p>booked/available</p> <ul style="list-style-type: none"> • Need to directly ask for the bales to be provided – KWC offered to do this. • DB has again kindly offered to do the PA system. • EG has a list of all stalls from last year plus info for set up. This will be circulated prior to the next meeting to discuss the School Fete • Bar licence required <p>Agreed that a separate meeting was required to discuss Fete in more detail. Agreed 6th June, 7.30pm. AV to let FOSS members know</p> <p><u>Year 6 Leavers Play 17th/18th July 2019</u></p> <ul style="list-style-type: none"> • Refreshments to be provided – PC/EG to do bar licence • Rota to ensure Yr 6 parents are able to watch play each year but help required from FOSS members. • LB to cook hot dogs <p><u>Year 6 Leavers Party – 23rd July 2019</u> Year 6 parents asked to organise the food – letter to be sent home</p> <p><u>Circus – Wednesday 20th May 2020</u></p> <ul style="list-style-type: none"> • Circus has been booked and deposit sent. • Agreed to discuss and organise in September 2019. <p><u>Fairy/Elf Trail – Summer Holidays 2019</u></p> <ul style="list-style-type: none"> • KWC has organised for doors to be made • DK offered to help with decorating • Also suggested that children can also help with the decorating. <p><u>Mistletoe Ball – date to be confirmed</u></p> <ul style="list-style-type: none"> • Mistletoe Ball for adults – sub committee to be organised • Agreed beginning of December would be a good time but date still to be decided. • Location to be decided but village hall would be good as reduces travel costs. 	<p>KWC</p> <p>EG</p> <p>EG/PC AV</p> <p>EG/PC</p> <p>AW</p> <p>AV</p> <p>KWC</p> <p>KWC</p>	<p>ASAP</p> <p>ASAP ASAP</p> <p>ASAP</p> <p>24/06/19</p> <p>Sept 2019</p> <p>22/07/19</p> <p>NEXT MTG</p>

8.	<p>Ideas for Future Events</p> <ul style="list-style-type: none"> Barn Dance 	KWC	NEXT MTG
9.	<p>AOB</p> <p>External Fundraising – discussions about approaching supermarkets for fundraising such as Tesco and Waitrose. AW has sent letter to PC for review</p> <p>FOSS box – AV/PC discussed having a file/box to contain all information about previous FOSS events, bar prices, expenses forms, copies of previous minutes to make it easier for different people to take over tasks.</p> <p>Query if it is a requirement for FOSS members to be DBS checked – AW confirmed that current status is OK.</p> <p>PC raised that a parent had enquired about selling ice pops in the playground next term as a way of raising some money for school. AW agreed that this could be done but not on a Friday. PC to pass on information.</p>	<p>PC</p> <p>AV/PC</p> <p>-</p> <p>PC</p>	<p>NEXT MTG</p> <p>NEXT MTG</p>
10.	<p>Date for Next Meetings</p> <p>Meeting to discuss School Fete will be Thursday 6th June 7.30pm at school</p> <p>The next FOSS committee meeting needs to be arranged – date TBC</p>		