Friends of Stanford School

Annual General Meeting Minutes

Wednesday 13th November 2019

Present: Amy Bignell, Lee Browning, Ali Viggars, Pippa Clark, Diane Kirkman, Karin Williams-Cuss, Vicky Maunder, Amanda Willis, Emma Payne, Linzi Esplin, Jessica Clark

Apologies: Katie Tidy, Sarah Pitts

	Item / Action	Who?	When?
1.	Chair's Report:	-	-
	FOSS Chair, Lee Browning, gave thanks to the FOSS Committee for this year's fundraising events and activities and thanked the staff and parents for their support and generosity.		
	LB discussed the past events and that a good amount of money had been raised over the year with some events such as the Discos and Christmas Hampers still working well.		
	LB particularly thanked those committee members who have stepped down for all their efforts – Eva Geekie, Rhian Atkins, Vicky Summers, Vicky Maunder, Emma Huby and Sarah Pitts.		
	LB also wanted to thank all the helpers who are not on the committee – some of the events would not be possible without their help.		
2.	<u>Treasurer's Report:</u> Amy Bignell, as Treasurer, thanked all FOSS Members, Parents, Grandparents, Staff, Friends and those in the wider community who have helped us to raise the money for the benefit of the children.	-	-
	AB prepared a statement of accounts for 2018-2019, and a detailed Treasurer's Report was given for the academic year 2018-2019.		
	At the start of the year there was a surplus of £14,272.89.		
	The income for the year was £11,962.73 with an expenditure of £2895.42.		
	A total of £6050.06 was spent on funded items		
	FOSS is still committed to support the school's IT budget, £4000 to be given towards this cause – AW to write letter to FOSS	AW	NXT MTG
	Once again, the Summer Fete was a very successful event which raised £2,811.13 and the Children's discos raised £1,910.92. The Christmas hampers, Bags 2 School clothing collection and Christmas cards together raised over £1,696. In addition, the Easter Egg Trail raised £225, 100 Club raised £193.50 and Bingo Night raised £1136.55.		

		ms are funded every ye				
	of Coaches, Sports Day Medals, Class Gifts and Interactive Whiteboards totaling £6050.06. The bird tables for Forest School are still to be bought. The Accounts have been audited and approved by Dan Watkin. The FOSS Committee would like to thank Dan for his time. The Annual Report for the Charity Commission is up to date and ready to be submitted.					
	PC and AV are still to be added as signatories to the HSBC FOSS account.			DSS account.	PC/AV/AB	NEXT MTG
	A detailed Treasurers	report is attached to th	ne minutes.			
3.	Election of Officers:			-	-	
	committee would like particularly the caterin	ing down from the role to say a big thankyou t ng for all the events. rs were elected at the r	to Lee for all he			
		Elected Officer	Proposed	Seconded	-	
	Chair	Di Kirkham	Amy Bignell	Amanda Willis	-	
	Vice Chair	Karin Williams-Cuss	Amy Bignell	Pippa Clark		
	Treasurer	Amy Bignell	Ali Viggars	Vicky Maunder		
	Secretary (Shared role)	Ali Viggars Pippa Clark	Karin Williams- Cuss	Di Kirkham		
	Committee Member	Lee Browning			-	
	Committee Member	Amanda Willis			-	
	Committee Member	Katie Tidy			-	
	No voting was required as Officers were elected unopposed. 8 members were re-elected to the committee along with 3 new committee members. FOSS welcomed the new members and is very grateful for their assistance.					
	FOSS Committee welc - Jessica Clark - Emma Payne - Linzi Esplin	omes the following ne	w members to t	he committee:		
	 The following committee members stepped down this year: Eva Geekie, Rhian Atkins, Vicky Summers, Vicky Maunder, Emma Huby and Sarah Pitts 					
	The FOSS Committee thanked the members for all their dedication, hard work, time and commitment over the last few years. You will definitely be missed.					

	-		
	Maria Barnett is running the 100 Club again this year. Vicky Maunder is happy to volunteer as needed for future events particularly the Easter Egg trail.		
	Di Kirkham also agreed to become an additional signatory on the FOSS account.		
4.	AOB/Standard FOSS committee meeting		
	The minutes from the previous FOSS meeting 17 th September 2019 were approved.		
	The Mistletoe Ball arranged for Saturday 30 th November has unfortunately been cancelled due to unforeseen circumstances and lack of interest.		
	Bags to school in October raised £256. Funds raised from the first disco of the new term is to be confirmed.		
	Due to the amount of money currently held in the FOSS account it was agreed that some of this should be spent:		
	Funding Requests		
	 £50 per class for Christmas presents WE requested a Boccia set - £120 and some boxing glove pads and resistance pads - £95 Class Cameras for years 5 & 6 CW has requested a KS1/KS2 reading book tube line at a total cost of £605.81. This includes a 23% discount from the supplier. AW suggested that funding might be made available for the cost of coaches, for example, one trip per year, per year group. This could be a significant amount of money depending on location therefore, KWC suggested FOSS contribute a fixed amount per trip, i.e. £100 per year group. This was agreed by the committee. 		
	AB suggested that some money, approx. £7,500 was moved to an instant access/30 days access savings account to future proof cash for future funding and events and to earn some interest. AB to research options.	АВ	NEXT MTG
	<u>Class Reps</u> The class reps for the year have been confirmed as follows: - Foundation Natasha Vann - Year 1 Jenna Forth - Year 2 Rachel Swanborough - Year 3 Emma Richardson - Year 4 Amanda Mathews - Year 5 Leanne Burgess - Year 6 Steph Goddard		
	<u>Christmas Hampers</u> The 6 th December is non uniform day for Christmas Hampers. 2 x sledges, cellophane and wooden boxes are required to make up the hampers. LB offered to get the sledges and boxes. Jessica Smith and Tina Rose have	LB	06/12/19

already volunteered to come in and help make up the hampers along with available committee members.		
The hamper tickets are in the office ready to be photocopied. Volunteers are required to help sell the tickets, it works best if people help at the performance that their child is not performing in. KWC had a voucher from The Fox for a meal – this was originally going to be used for the Mistletoe Ball but could be used as an additional prize along with a bottle of wine and some chocolates. Tickets can also be sold from the coffee shop.		
<u>Discos</u> LB to confirm with the DJ that all future disco dates are booked. AW suggested that a play list be created for the discos.	LB	NEXT MTG
<u>Bar Licenses</u> PC to do bar license for Stanford got Talent. Discussed having a personal license holder – KWC to look into this again.	PC/KWC	NEXT MTG
<u>Contactless Machine – Sum Up</u> KWC suggested that FOSS invested in a contactless payment machine, such as SUM UP. This would make it easier for people to pay at events, particular the summer fete. KWC to look into cost and subscription payments.	кwс	NEXT MTG
<u>Google Shared Drive</u> AV confirmed that a google account has been set up to share FOSS information and documents. AV is in the process of adding all the documents and will then share relevant folders.	AV	NEXT MTG
Support for FOSS and school The turn out at the AGM was low and sometimes it is difficult to get additional help for events. Discussions took place around how we can encourage more support from the parents and community. This will be discussed further at the next committee meeting.	ALL	NEXT MTG
<u>Noticeboard</u> DK would like to overhaul the FOSS notice board in the playground and add a fundraising thermometer so that there is a visual representation of the money that needs to be raised to pay for items and how well each event has done.	DK	NEXT MTG
<u>Banner for FOSS</u> A banner for displaying at FOSS run events such as the Festival BBQ was still required. LB to organize, DK to forward artwork to LB	DK/LB	NEXT MTG
<u>Cheques</u> It was confirmed that any cheques need to be made out to Oxfordshire County Council.		

	<u>VE Day</u> KWC suggested that FOSS organize an event for this occasion, to be looked into.	KWC	NEXT MTG
5.	Next Meeting Date The date of the next committee meeting will be Tuesday 14 th January 2020.	ALL	