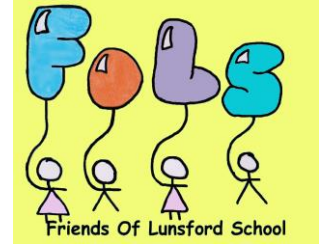


FoLS Extraordinary General Meeting Minutes

19th July 2019 09:30 – 11:00



In Attendance & Apologies

Sarah Cole (Chair), Faye Pearce (Secretary), Naomi Keeling (Treasurer), Chelsea Simpson (Vice Chair), Hayley Coffey (Vice Treasurer/Secretary), Julie Reeves (Entertainment), Sharon Messenger, Lucy Hutchison, Fiona Dalzell, Jo Evans-Co & Gary Anscombe (Lunsford Headteacher)

Approval of minutes

Minutes from last meeting not referred to.

Agenda Items

A. Extraordinary AGM

Thanks to everyone for coming to the Interim AGM, a full AGM will be held before Christmas. The Interim AGM needed to be held today as SC is stepping down as chair.

1. Chairperson's review of the year

SC gave a Chairperson's report and thanked everyone for their support, she will email her Chairperson's report. [ACTION 1](#)

We have achieved a huge amount in previous years, too many to name but including the Trim Trail and Pergolas, Arty Party, ICT suite, starting Forest School plus lots of smaller items.

2. Treasurer's Report

See Accounts & Budgeting section below

3. Resignations

SC officially stands down as chair

4. Committee Elections

Vote in for a new chair - FD volunteered, this was seconded by all, Vote carried forward.

CP will continue as Vice Chair

NK will continue as Treasurer

HC will continue as vice Treasurer/Secretary

FP will continue as Secretary
JR as Entertainment

Fiona presented Sarah with a cupcake bouquet.
Sarah has offered her support to Fiona with a handover.

5. Any Other Business

None raised, Close of Interim AGM

B. COMMENCE NORMAL MEETING, FD AS CHAIR

1. Committee Update

This has been covered in the Interim AGM

2. Bank Account Update

See Accounts & Budgeting section below

3. Summer Fair Feedback & Report

- SC to produce a report, she has suggested we increase prices for certain things including face painting and food and drink, including extra payment for cheese.
- SM said the ice cream van was excellent & very reasonable.
- SC will provide a list of Summer Fair contacts. [ACTION 2](#)
- A few people have mentioned there were no exotic animals. We could consider bringing them back next time.
- GA said that there was positive feedback about the band and music and people appeared to stay longer this year.
- Bounce was well received.
- Trim trail course was very successful.
- Barrow of Booze sells lots of raffle tickets.
- Number of envelopes for the envelope game to be increased, it sold out very early.
- Lunsford Loot worked well again so we will need to produce more for next time.
- We need to book the date of the 2020 Fair in January at the latest.
- LH has noticed donations from parents have reduced since we collect at the FOLS shed. We should go back to taking donations via the school for house points as this seems to encourage a donation from all families.
- Year 6 helpers can help run stalls in future.
- Thank you's to be sent to providers of raffle prizes & guest attendees.
[ACTION 3](#)
- Next Summer Fair, Circus Theme/Circus School? [ACTION 4](#)

4. New purchase requests – Notice to teachers

- Leaf Blower for Bryan £212 + VAT - everyone has agreed that this is something we can pay for. School to be advised. [ACTION 5](#)
- School have purchased a play kitchen for Panda class at £300. We had no knowledge this was going to be ordered or we would be asked to pay for it. GA is happy that this can come out of school funds.
- SM has a list of purchase requests – See separate list [ACTION 5](#)
- Year 1 would like an outdoor storage box.

5. Ideas for forthcoming year

- Future purchase requests to be made uniform and available to staff. [ACTION 6](#)
- 1st meeting of the new school year should be a planning meeting. To meet with GA, L and KM to establish dates for events.
- Planned dates need to have commitment from FOLS and other volunteers.
- To visit new Panda class in October stay and play to encourage support from new parents.
- FOLS presence may be good at Stay & Play and sharing afternoons, possibly at assemblies as well.
- Try to establish a class rep's for next year to assist with FOLS communications. [ACTION 14](#)
- FOLS badges and lanyards - photos/group photo. FP/FD to print and laminate business card size ID's so they can be hung on lanyards. [ACTION 18](#)
- The school are having website re-design and we can have a FOLS page. We will have access to keep this updated. FD to update at the next meeting.
- We need to promote Smile Amazon more & keep it at the top of the school's FB group. [ACTION 19](#)
- We should check HIVE Easy Fundraising to see how many have signed up and how much is being raised. Promote this through school email. [ACTION 17](#)
- Should we continue with Hive or should we re-start a club 200? LH & HC would be happy to be Administrators. This will benefit the school with a delivery of equipment every 6 months. Further discussion required. [ACTION 16](#)
- Christmas fundraisers need to be done, Christmas cards & gift tags? NK to look into this. [ACTION 20](#)
- We can advertise a list of FOLS equipment that is available to borrow. The committee need to be advised of what is being borrowed and when so we can keep track. List to be drawn up by FD. [ACTION 12](#)
- Look at the PA system again, it may not be too late to upgrade it. FD to speak with D. [ACTION 11](#)
- Arrange FOLS meetings for 1:30 in future (when on a Friday), avoiding stay and play for Panda parents.

- Write up what is involved in obtaining grant funding. [ACTION 13](#)
- Set up a directory of businesses who have donated in the past & when their cut-off dates are for charitable donations each year. [ACTION 15](#)

6. FOLS Connections

Free advertising for local trades or business linked to school families. This could be included on FOLS web page. FD to look into this. [ACTION 7](#)

7. Macmillan Coffee Morning

Should we host this event? Could we include Larkfield community group? Speak to Jackie Hirsch to see if they would like to join us. [ACTION 21](#)

8. Grant funding opportunities

- A List of previous funding applications to be produced and passed to FD. [ACTION 8](#)
- Co-op has been submitted by FD.
- Avila will come up again in Autumn.
- Tesco will be possible but we need to submit an impact report. This needs to be done before January. NK to complete this. [ACTION 8](#)
- Ali will be in 3 days a week and FD will be working with her to obtain more funding. [ACTION 9](#)
- There is a music grant available but it would need to be submitted by the school.
- We may also be entitled to apply for Ernest Cook trust.
- Google search grants for schools, grants for charities etc. so maybe Ali can research these. NK can send her list of those she has previously tried. [ACTION 22](#). FD to continue with this. [ACTION 9](#)

9. Any Other Business

SM has mentioned she will be decorating (painting designs) the shed on the Infant playground. Is there any warranty on the FOLS shed? Can we paint it/decorate it. Perhaps this is something that Maria can do? NK to check warranty.

Accounts / Budgeting

NK will produce a full report for full AGM later in the year.

Balances are £5201.21 in the main account and £2.67 in the second account.

- The new block for the stage has been purchased (-£1089)
- DD has been taken for Parent Kind. We benefit from Parent Kind insurance and have used their constitution which enabled us to get our charitable status (-£105)
- Invoice has been sent to Wards for sponsorship on Summer Fair (+£200)

- Break the rules day will increase final funds total for the academic year, total to follow.
- Signatories for accounts to be changed. NK to deal. [ACTION 10](#)

Next Meeting

Friday 6th September 2019, 1:30pm. FD to book the D&T room.