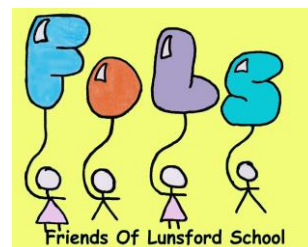


FoLS Meeting Minutes

1st November 2019 13:30 – 15:00



In Attendance & Apologies

Fiona Dalzell (Chair), Sharon Messenger (Secretary), Emma Barton (Treasurer) & Hayley Coffey.

Apologies from Julie Reeves, Naomi Keeling, Faye Pearce, Lucy Hutchison, Joe Evans Coe, Emily Ashby, Suzanne Best, Karen Nye, Laura Macklin, Jane Smith & Jasmine Dobbie.

Approval Of Minutes

Minutes from 11th October 2019 approved by all present. Nothing raised from distribution to others.

Matters Arising From The Previous Meeting

The list of agreed actions (see Annex A) from the previous meeting were worked through, those which had not been completed were discussed further.

A6 – Notice board & contact cards. Contact cards are now in place and have been advertised to teachers and families. To ask school again if we can use their external notice boards rather than buy one ourselves as they do not seem to use them. SM to approach Kate/ Gary.

A7 – Lunsford 'Connections' have been added to the website. **Action closed.**

A11 – FoLS equipment for loan advertised on the website. **Action closed.**

A13 – What is involved in grant applications, to be left for the next meeting.

A16 – Club 200, to be left for the next meeting.

A20 – Christmas card orders completed and distributed to families. Invoice being paid. **Action Closed**

A22 – Future FoLS events have been decided. These will now feature with their own future actions as needed.

A24 – Replacement shredder for the school was not discussed. To be confirmed for the next meeting.

A25 – The new mandate has been signed but has only been posted today. NK to be asked to second authorise the Class Fundraising invoice for the Christmas Cards order until it has all been processed by the bank. **Action closed.**

Agenda Item(s)

Events Coordinator Role

Nomination received from Julie Reeves for the role of Events Coordinator. This is a role which does not affect the required number of committee members to be present at meetings, nor the number of attendees required for AGM's, however it is an important role for FoLS, to have a single point of contact for the future events. Fundraising events involve the majority of our efforts where everyone is involved and the Coordinator will have oversight. Julie's nomination was seconded by all present and if there are active members who wish to be part of a core team of event helpers they can contact Julie direct.

Summer Fair 2020

SM has provided some examples of possible prizes for the day, we would like to move away from having bags of Haribo as the prize for the stalls to bring in an additional incentive to attend and take part. There are additional discounts for bulk buying, cheaper than Booker on some items. SM will forward these details to JR for consideration. Lots of decorative ideas and new stall suggestions too, these will also be passed to JR for consideration.

SM mentioned Brookfield's summer fair is the week before ours, they had not advised us at the time of deciding on the date. It may be worthwhile asking if they would like to collaborate on some events, at least for the two PTA committees to have an open line of communication as we do not want to be competing against each other. As the entertainment for our event is already booked, they may decide to change their date to match ours (ours is a payday weekend and will not clash with Father's Day either). They are currently very busy organising their fireworks event so may not have booked anything for their summer fair so SM will liaise once the fireworks event is over.

Future Events

Dates have been agreed for the following events with volunteers required as indicated below. An app called 'Doodle' was suggested by FD as a possible way to easily see who can assist and when. Requests for help to be trialed in this way and added to the FoLS WhatsApp chat:

1. Brookfield's Fireworks Night 05/11/2019 – [Action 26](#)
 - Sweet bag filling on 04 & 05/11/2019 from 1330. SM & FD can do some of this but are already making other sweet treats for the stalls as well. Further assistance is required. To go onto Doodle.
 - Tuck Shop Sales on 05/11/2019, split between the following times: 1700-1730, 1730-1800, 1800-1830 & 1830-1900. FD & SM happy to do the majority of this but additional help will be required. HC will be able to help for some of the event but it will need to be shared with others also. To go onto Doodle.
2. Prospective Parent's Meetings 05 & 08/11/2019 – [Action 27](#)

- Helpers needed to staff tea & coffee on both dates from 0900-1100. FD can do these and it was believed JR mentioned previously she would also help at one of them. To be clarified & to go onto Doodle.

3. Light Up Larkfield 16/11/2019 – [Action 28](#)

- Sweet bag filling on 15/11/2019 from 13:30pm. FD & SM can do some.
- Tuck Shop sales on 16/11/2019 1500-1730, can be split times with several helpers. FD will be there the majority of the time, SM and HC will also assist but further help also needed to allow us all to enjoy then event with family. To Go onto Doodle.

4. Christmas Jumper Sale 20/11/2019 – [Action 29](#)

This was discussed as it has been asked for a few years in a row and is to be trialled this year. Jumpers are to be donated by parents (in a condition suitable for re-sale) and then put out for sale on 20/11/2019 from 1430 in the school hall (hall already booked for this). They can be collected in the preceding week and sorted into sizes ahead of time. Jumper sales will be in time for the 'Festive Wear' day at the school and prices will be around £1-£4 depending on the item. There is no age range specified so donations of all ages welcome for festive wear. This is far less expensive than buying new ones and they generally get very little wear so should be in good condition. All proceeds to FoLS for all children at the school. To be advertised and added to the school calendar.

- Helpers required for festive wear collections 11-15/11/2019 and to sort them afterwards. Helps also requested for sales on 20/11/2019 from 1400 to 1600 (children of helpers can be taken from class to the hall rather than leaving via the playground areas).

5. Best decorated door competition 15/12/2019 – [Action 30](#)

A FoLS giveaway for children in the class (1 x infant class & 1 x junior class) for the best decorated door was agreed. This will be on the inside of the external door to the classroom. SM will photograph the doors and FoLS are to vote for the winning classes. Prizes suggested as a sheet of festive stickers for each infant child in the winning class and festive pencil for each child in the junior winning class (but TBC). FD to notify class teachers of this event so they have time to sort this out. Possibly include a small box of biscuits for the winning class teachers & assistants too?

6. Class Christmas Gifts 2019 – [Action 31](#)

It was agreed again to ask class teacher what they would like again for this year. There is a £50 budget per class and they are to be notified by FD so they can decide what they would like. Previous years did not seem to have a budget set from the notes available, some has more than this figure, others less. The budget was set in the interests of fairness to all.

7. Tuck Shop Dates – [Action 32](#)

Dates suggested for 2020 were agreed, to be the last Friday of each month, some of which depend on when a term finishes. To be added to Doodle and the school calendar.

8. Family Quiz Night – 07/02/2019 – [Action 33](#)

This was raised as a fundraising idea but to include children as it can be difficult to find childcare and may make it more appealing to more people. February is a time of the year when not a lot is happening and was thought to be something inexpensive to look forward to after what can be a costly festive period. 14/02/2020 is not possible as it is likely to be the school's valentine's disco and would be a popular date for parents to go out alone anyway. After that it's the school's 2 week half term break and much later brings it close to other events in March.

Some of the quiz will be directed at what the children will know but not necessarily the adults, teams will be for families or combinations of families, tables of up to 10 people (to include children) with places priced at £5 per adult & £1 per child. Further details to be decided. Event to be advertised.

9. World Book Day - 05/03/2020 – **Action 34**

Like last year, children can dress up as their favourite book character or come dressed in pajamas bringing in their favourite book for the day. This means it does not need to be expensive to take part meaning all children can join in. Suggested non-uniform donation of £1.00 per child. Event to be advertised and to go on the school's calendar.

10. Sports Relief (09-03/03/2020) was mentioned but we have chosen not to mark the occasion as there is a lot going on in March 2020.

11. Red Nose Day – 15/03/2020 – **Action 35**

For those who wish to take part in Comic Relief's Red Nose Day we suggest, rather than buy a red nose, children can donate the cost of the nose and all the money raised will be donated to Comic Relief. This reduces non-recyclable plastic waste and ensures more money goes to the charity. Children can still wear red noses they have purchased if they wish and all donations are optional. No money raised will be retained, everything will be passed onto Comic Relief.

12. Mother's Day Tea & Cake Sessions 19 & 20/03/2020 (18/03/2020 reserve) – **Action 36**

This is a very popular event and needs to be for just 1 adult per family for the first sales to ensure everyone has a chance of attending. Advertising of the event needs to be done at an early stage so people can 'Save The Date'. If there are unsold places they can then be sold on a first-come first-served basis by email. The format used for previous events works well so will remain. Sessions on Thursday AM 0930-1030 & PM 1400-1500 and Friday AM 0930-1030. Additional date to be added if required, possibly Wednesday PM 18/03/2020 1400-1500. Around 6 people will be needed to set up for 1 hour beforehand, serve and to clear away for 30 minutes after.

13. Easter Hunt Event (outside of school hours) was discussed and will need further thought. This may be too much for us with other events on the calendar as well and it needs to be cost effective.

14. A St George's Day event was also suggested – 23.04.2020. Further consideration should be given to this and decisions made at the next meeting. Perhaps this is preferable to the Easter event?

15. Open Air Cinema 16/05/2020

16. A Non-Uniform Pyjama Day 22/05/2010 – [Action 37](#)

This is a favourite for the children which we do not really offer. The last day of term is best and May is a warmer month to accommodate this. Usual suggested donation of £1 per child.

17. Father's Day Lego Build, Bacon Roll & Brew 18 & 19/06/2020 – [Action 38](#)

A relatively simple concept with a small gift to be decided on. Bacon could be cooked in the kitchen or on a BBQ. Lego can go in tables for a simple but fun interactive activity. A couple of sessions 18/06/2020 PM 1400-1500 & 19/06/2020 AM 0930-1030 to gauge interest and to be advertised as soon as possible to allow parents to 'Save The Date'. Helpers will be needed to set up, staff and clear down at the event, perhaps 4-6 people per session.

18. Break The Rules Day 17/07/2020 – [Action 39](#)

Another favourite for the children, to be held on the last Friday of the term. To be advertised on the school's calendar.

New events for 2020/2021 were also briefly discussed and will need to be looked into further later in the academic year. These included:

- Jeans for Genes Day in September (non-uniform Jeans) all money to go to that charity
- Nerf Gun Party with inflatable obstacles
- Letters To/From Santa (as opposed to Christmas cards etc. as the orders for these are reducing by around 50% year on year)
- Christmas Calendar

Accounts / Budgeting

FD advised the main account has a balance of £6043.51 although the invoice for Class Fundraising (Christmas Cards) is yet to be paid, this was believed to be around £480. The payment for this was to be raised by FD and NK asked to second it whilst the mandate is still yet to be updated.

Purchase Requests

FD advised there are no new purchase requests received but did note one outstanding purchase mentioned in the July meeting for outside storage in Y1. SM said she is looking at second hand items at the moment and will update once she has found something suitable. This is to be raised as an action so it not missed and is dealt with as soon as possible as the previous outside storage purchases by FoLS appear to have collapsed in almost every class. – [Action 40](#)

Any Other Business

FD advised there is an online company where you can donate your leftover currency and out of date currency to charity or exchange it for current UK currency, less a fee.

The company are happy to include FoLS on their list of charities where anyone can donate their money to. It was agreed by all this was something we should utilise if possible.

SM has been given a list of local business who Kate Mead has written to for raffle donations for the Christmas Fair. Very few have replied and she would like FoLS to assist with chasing these businesses up. It was agreed we would do this between us all and it should be circulated on the FoLS WhatsApp.

Next Meeting

10th January 2020, 1.30pm at The Dorcas Centre. SM to book the premises.