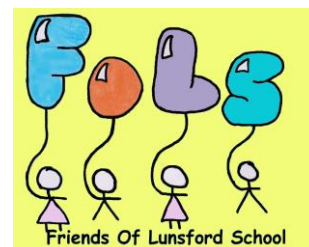


FoLS Meeting Minutes

5th February 2020 13:30 – 15:00



In Attendance & Apologies

Fiona Dalzell (Chair), Sharon Messenger (Secretary), Emma Barton (Treasurer) & Julie Reeves (Events Coordinator), Karen Nye and Lisa Gayton

Apologies from Lucy Hutchison, Laura Macklin, Hayley Coffey, Suzanne Best, Joe Evans Coe & Lisa Wells.

1. Approval Of Minutes

Minutes from 10th January 2020 approved. Nothing raised from distribution to others.

2. 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.

- A13 – What is involved in grant applications (to be left for Mar & connected to A43 & point 4 on the agenda which is discussed separately)
- A25 – New Bank Mandate for Lloyds was completed by the January meeting but as we have decided to swap to NatWest for convenience of paying money in and withdrawing funds for floats etc. this will remain open. The transfer will be in effect after the Race Night and will be advertised on all future literature.
- A31 – Christmas Class Gifts. All class requests have been met, there is still over £200 not yet spend on this budget, classes will need to let us know what they want. Classes with money left have been issued with a FoLS gift voucher for now.
- A33 – Family Race Night. Details advertised and bookings received. There are currently 58 people coming which has generated £238 in ticket sales and £130 in race sponsorship. There have been minimal costs to date, however food orders are still to be confirmed and will be £132 at most based on the most expensive food option. The event is this weekend and result will be published in the next newsletter, to be released on Monday 10th February.
- A36 – Mother's Day Sessions. There will be a maximum of 30 places per session (4 sessions) and they will be allocated on a first come basis with preference priority selections on the forms. Applications by email or via post box are all fine. SM is able to check the post box at various points in the day for fairness to all. 1 week will be permitted for this first wave of bookings and places confirmed the following Monday along with details of availability on other dates. Extra spaces

can be booked (1 extra per family) in week 2 with confirmation on the following Monday. This will be repeated for week 3 but by then all non-booked places can be available for any number of tickets per family. Details with forms to complete will be sent home in children's bags on Friday 14th February and ticket sales will begin on Monday 24th February. Week 2 will start on Monday 2nd March and week 3 starts on Monday 9th March.

Gifts for mothers were discussed and costings for a tulip bulb in a pot with soil will be looked into. These can be given out with a little poem, something about 'watching me grow and looking after me' perhaps. FD will be able to make cupcakes at cost price, SM is willing to make the Rocky Roads (Sarah Cole to be asked for her recipe by FD) & FP will be asked if she is willing to make her lemon biscuits again. An order will need to be put in to Morrisons for the vanilla sponge cakes by JR (maybe via JE-C who can get a staff discount?).

A38 – Father's Day Sessions. Bookings will be on the same basis as for Mother's Day, week 1 will be 4th May, week 2 is 11th May & weeks 3 is 18th May (early due to school holidays), details to go out 1st May. Gifts were discussed and it was thought a chocolate gift may be nice. FD has some Lego man and brick moulds so could temper some chocolate and put them (once set) into some cellophane bags as gifts. FD will look into costs of chocolate and work out how many can be done per bag, keeping overall costs to under £1 as this is what we do for Mother's Day gifts.

A41 – Easter Event. Ideas were canvassed: SM has several piñata style eggs completed with more on the way, these can be used on the coconut shy style game and some to sell for £1. FD & JR have been making some string/wool eggs shapes where chocolate mini eggs can be inserted. These too can be used as prizes and sold. SM has almost completed a giant piñata egg which will look like a chick and will be raffled off.

A petting corner was agreed, costs & availability to be explored by JR. EB has provided details for Animalia Encounters.

Tuck Shop will be there, as well as a craft area where children can make & decorate Easter headbands and do colouring etc. and Sand Art kits for sale.

FD's husband will make some wooden bunny templates which can be painted and names added as a label. Clues can be put on a sheets where children need to find all the bunnies to get the answers to the clues. Those who complete it can then be rewarded with a chocolate or chalky lolly. Other games can include a Lucky Dip egg table (Kinder egg centres with prize reference inside), bunny ear hoopla, egg & toilet roll center tower building, Easter Egg Bowling, Jelly Egg (Bean) Pick Up Challenge.

Other suggestions will be canvassed via WhatsApp.

A42 – Summer Fair. So far there is only a few teachers available to assist with staffing stalls, more are likely nearer the time as it's still a while off yet.

A candy floss machine was discussed in the last meeting and it was agreed by the FoLS team. SM will decide which one and it will be funded. This could also be used at the Easter Event, making some Easter Nests?

Stalls – The number of school/FoLS stalls will be decided once we know how many helpers we will have. Having businesses stalls and local clubs putting on some demonstrations will give another interest and would not need to be staffed by us. Suggestions included a display by Kent Samurai (Ju Jitsu club from the Scout Hall), and Prima Dance School as well as booking a DJ for ambience, entertainment and to announce the day's events. The trampoline lady from last year, Mucky Munchkins and CYCLEme Tots are all possible new businesses who will bring some entertainment whilst advertising their businesses, at no need for staffing a stall. EB has requested a Fire Engine attends (calls permitting) and JR will look into pony rides. Although this may be expensive per ride, each pony can only do so many rides for welfare reasons and if it were more reasonable children many want to go on them more than once. Hollywood Bowl also do a mini bowling set up for free (they do it for the advertising) but they can cross off the Lunsford Loot per go. SM has lots of Sand Art pack we can sell and use for bigger prizes.

Stall suggestions include:

Tin Can Alley & Coconut Shy

Roll A Penny & Basket Ball Hoop

Hook A Duck & Buzz Wire

Hoopla/Quoits & Balls In A Bucket

Skittles & Prize Darts

What Key? & Leap Frog

Stand The Bottle & Splat The Rat

Chicken Flickin' & Treasure Eggs

Bottle & Toy Tombola

Ping Pong Jam Jars & Goldfish Tank

Higher And Lower & Spin A Prize

Beer And Drinks Tent & BBQ

Obstacle Course & Cake Stall

Tuck Shop & Candy Floss / Popcorn

Prize Stall & Raffle

The stalls we end up with will be decided upon once we know how many helpers we have. 2 stalls together can be staffed by a couple of Y6 pupils and 1 adult to supervise if numbers get tight.

FD suggested a selfie frame for Facebook/Twitter where people could upload it to their Facebook page and tag FoLS in it/share it to the FoLS Page. A winner could be picked at random and receive a prize. The board costs £25 on ebay. This was thought of as a great idea for advertising and to promote the Summer Fair to a wider audience.

A43 – Grant Applications - See Item 4 below.

A44 – How To Spend The Money Raised. This was discussed early on in the meeting. The Playground areas is a hot topic and the school are keen to get them back in order again. The playground printing cannot be done until the flooding on the infant playground is resolved, this will hopefully be done on 19th February with Drain Detectives attending (this phase paid for by FoLS). The parts of the playground which need attention are:

The muddy area under the trees by the infant playground

Fenced off area of trees between the two playgrounds (to be weed membraned and bark chipped)

Wooden play equipment removed & replaced with an alternative

Grassed area at the current wooden play equipment area

Playground printing

New basketball hoop for junior playground & maybe football posts?

A45 – School Meal Census – This was completed and the push for parent support was well received with a record number of parents encouraging their children to take part. This will generate a lot of additional income for the school, even if the chef wasn't so pleased at getting such a large update and having to cater for double the normal take up! **Action Closed.**

3. Treasurer's Report – Accounts/Budgeting

Accounts provided and FoLS currently have £5767.55 available plus stock assets (sweets/stationery/uniform). £14.98 from Giraffe Class tea & coffee sales and £60.60 from Tuck Shop on 31/01/2020 also needs to be added to this figure and ££189.58 is yet to be spent from the Class Christmas Gift budgets.

4. Grant Applications & Charitable Company Donations

Tesco Bags of Help – Their pay outs seems to have changed to £2000, £1000 & £500. FD will look into this ready for the next meeting.

Aviva – This may be something to consider in the summer break for the 'go live' at the beginning of the school term(ish). There will be less going on then so time can be allocated to it.

Leftover Foreign Currency – The application is almost complete, FD just needs clarification on the number of families with children in the school to complete the process. An email has been sent to the office for clarification.

Ebay – This process has begun and it needs us registered with PayPal first. PayPal is almost complete but this will not be able to be done in the next couple of weeks by FD due to Race Night and other commitments.

5. Purchase Requests

No new purchase requests received however Forest School could do with some new equipment. SM is concerned the equipment is not put away or looked after properly but Des Dalzell will be fitting some shelves etc. so hopefully this will help out. Mrs Murray (Forest Schools tutor) will need to be spoken with to find out what she would like. KN mentioned her friend who does Mucky Munchkins regularly has good tarpaulins she disposes of when they become too messy to bother with. These would be of use to Forest School so she will ask her to keep them for us. FD to email G.Anscombe to refer this to Mrs Murray.

FD will put out a basic leaflet for all children to take home to ask parents to submit ideas for what they would like for the playground areas and how they feel the monies raised is best spent. It will also ask if there are any who have connections to be able to source materials or services which could benefit the projects. Our own suggestions will not be advertised so more ideas can come forward and not persuade people to just agree with our own thoughts.

Next Meeting

4th or 6th March 2020, 1.30pm at The Dorcas Centre. SM to book the premises once date confirmed.