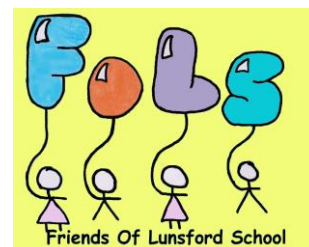


FoLS Meeting Minutes

6th September 2019 13:30 – 15:00



In Attendance & Apologies

Fiona Dalzell (Chair), Faye Pearce (Secretary), Naomi Keeling (Treasurer), Julie Reeves (Entertainment), Sharon Messenger, Lucy Hutchison & Joe Evans Coe in attendance.

Approval Of Minutes

Minutes from last meeting not referred to.

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. NK advised the renewal of the Phoenix subscription requested by Miss Wickison has been completed (£109.99).

A1 – Agreed to close as Sarah Cole provided a verbal update at the previous meeting/EGM.

A2 – Sarah Cole is yet to provide these, FD will follow this up.

A3 – FP has confirmed there are a number of businesses which have not yet been contacted to show our gratitude for their generosity towards the Summer Fair fundraiser. JR volunteered to make contact with those outstanding. The list of prizes for the Summer Raffle were passed to JR along with a templated 'Thank You' letter.

A4 – SM will be contacting a circus entertainer to seek costs & availability for Summer Fair 2020.

A5 – Purchase requests reviewed:

- a. Brian to be spoken with, does he want a bottle drinking fountain? FD to follow up.
- b. Wet play aprons have not yet been purchased, the ones found do not have sleeves and Panda staff are to be spoken with to see which they would prefer. NK to follow up, they may be able to be purchased from Ikea.
- c. FP has been in contact with the ropery, theirs are more expensive but undoubtedly far better quality and will not become knotted easily. All in agreement for the purchase from the ropery and to discuss the custom longer 'group' skipping ropes. FD to follow up.
- d. 10x Inflatable footballs to be purchased. FP to follow up.
- e. Purchased – Now closed.

- f. Purchased – Now closed.
- g. Purchased – Now closed.
- h. Purchased – Now closed.
- i. To speak with Kate to confirm if this has been purchased. FP to follow up.
- j. Ikea trip to be arranged. FD to agree a date to tie in with Booker registration.
- k. CP has not advised any further and is not present to give an update. FD will liaise with Kate and Y1 staff to make sure this purchase is completed.
- l. SM has made several purchases but has not submitted any receipts for reimbursement. SM to provide receipts she would like to be considered as FOLS contribution.

A6 – FD has considered this further and believes a combined form/card for staff purchase requests/comments & suggestions from staff and families may be more successful. This was agreed in principle by all. FD to produce a templated form for approval.

A7 – The new school website is not yet live. FD to follow this up with GA.

A8 – A file is being compiled for passing to FD. To be followed up by NK.

A9 – Meeting unable to be held so far. Further update by FD at the next meeting.

A10 – FOLS banking signatory forms have been completed and submitted. NK waiting for this to be processed by Lloyds.

A11 – FOLS equipment/stalls available for loan to others was discussed and agreed as follows:

- a. Pig Flinger
- b. Polf (Pool style ground level table but played with using golf clubs and pool balls)
- c. Splat a Rat
- d. Buzz Wire
- e. Frog Race
- f. Tin Can Ally
- g. Pig Racing
- h. Stocks

Items a - f can be offered as a COMBO DEAL of 3 for a £20 suggested donation to FOLS for the loan.

Items g & h can be offered at £15 suggested donation each.

Items b, g & h all require a £30 deposit in case of damage and repair/replacement.

Item g will need batteries, not supplied.

A12 – The P.A. system already purchased by the school is to be kept, they are happy with it and suggested the church's system can be borrowed for sports day etc. permission to be sought first. GA advised, if the church decide to upgrade their system, it may be an option to purchase their old one.

A13 – FD has not yet completed this. To be done by the next meeting.

A14 – FOLS representatives not to go ahead. It was tried before and failed so this action will be closed for now.

A15 – There is no specific list of companies or businesses who donate to charities.

One to be started and maintained. NK will put together what she has, along with A8.

A16 – Club 200 interest to be gauged. FD to follow up.

A17 – HIVE lottery has now closed. Action closed.

A18 – Lanyards & ID card holders have been purchased. Cards to be printed & laminated as and when required.

A19 – FD to request the Amazon Smile account is pinned to the top of the school's Facebook page or be their cover photo.

A20 – NK has arranged for Christmas cards & gift tags, FD to distribute with a suitable deadline for their return so they can be processed and sent off to the company in time. FD to write clear instructions for completion of the sheets, no drawings with pencil as they were very faint when scanned in previous years.

A21 – The Macmillan coffee morning cannot be arranged via FOLS but support is to be given to the Larkfield Community Group for theirs (advertising theirs etc.)

A22 – Future FOLS events discussed further and are to include:

- a. Tuck Shop - Last Friday of the month up to Christmas agreed and to be advertised. 2020 dates yet to be agreed. Stock will need to be ordered in time, along with new gloves.
- b. Christmas Fayre is to be organised by the school and FOLS to assist with storage and running stalls. Perhaps offer some suggestions of some stall prizes.
- c. Tea, coffee & biscuits to be available for sale during class assemblies and on school performances (Harvest Festival/Christmas Production/Carol Singing/Music Performance/Junior Production)
- d. Charity day for Wear It Pink was suggested by JR in October, all funds to be raised for that charity. JR to look into this further.
- e. Non-Uniform days & other events are possible, eg. World Book Day (March), Mother's Day (March), Father's Day (June), Summer Fair (July) Break The Rules Day (July) were all agreed, dates to be confirmed.
- f. Book Swap events to be discussed further in the next meeting.

A23 – Booker membership registration to be completed (visit required in person with documentation. FD to arrange a date (before 09/10/2019) and perhaps incorporate this with a trip to Ikea.

Accounts / Budgeting

Full accounts for the year end (31st August) will be prepared by NK ready for the AGM.

Any Other Business

SM advised she has some information with her in relation to the Summer Fair 2020 but due to time remaining, she will bring this ready for the next meeting.

Next Meeting

TBC – Suitable date & location to be agreed for the AGM which will fit in with committee and new parent commitments. FD to confirm.