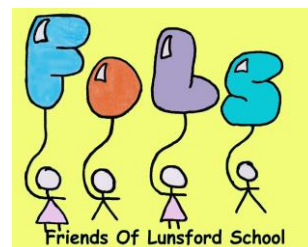


FoLS Meeting Minutes

10th January 2020 13:30 – 15:00



In Attendance & Apologies

Fiona Dalzell (Chair), Sharon Messenger (Secretary), Emma Barton (Treasurer) & Julie Reeves (Events Coordinator), Suzanne Best, Mirella Covington.

Apologies from Hayley Coffey, Laura Macklin, Karen Nye, Joe Evans Coe, Jasmine Dobbie, Jane Smith & Lucy Hutchison.

1. Approval Of Minutes

Minutes from 1st November 2019 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 Feb)

A16 – Club 200 (to be left for Feb)

A25 – New Bank Mandate completed. Lloyds have compensated £21 for troubles.

Action closed.

A26 – Fireworks Night. This event was well received and a great fundraiser for FoLS. All receipts submitted & settled. **Action closed.**

A27 – Prospective Parents Meeting. Tea & Coffee were provided, a good reception received. **Action closed.**

A28 – Light Up Larkfield. This event was well received and a great fundraiser for FoLS. An email has been sent to Jackie Hirsh thanking her for the opportunity and to request the same stall again next year for 2020. All receipts submitted & settled. **Action closed.**

A29 – Festive Wear Sale. This event was well received and one we will look to hold again for 2020. It has been mentioned in the January newsletter suggesting everyone sets aside their festive wear for the next sale. **Action closed.**

A30 – Best Decorated Door. This event was extremely well received and will be back for 2020. All receipts submitted & settled. **Action closed.**

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.

A32 – Tuck Shop Dates. The last Friday of every month was agreed in the Events Meeting in December. All dates now advertised and on the school calendar.

Action closed.

A33 – Family Quiz Night is now the Family Race Night. Date has also been changed from 29/02/2020 to 08/02/2020 due to a double booking. Details advertised on the latest newsletter & school calendar. FD to make a poster & flyer, SM will print them off and distribute at school on Monday. FD to advertise it on our FoLS FB page. Ticket sales to be managed by JR & help provided as needed.

A34 – World Book Day. Now advertised as a non-uniform day in our newsletter, school's calendar and FoLS FB. **Action closed.**

A35 – Red Nose Day. This is Sport Relief in 2020, it is a biannual event, shared by Comic Relief/Sport Relief. Now advertised as a non-uniform day on our newsletter, school's calendar and FoLS FB. All money raised to go to Sport Relief. **Action closed.**

A36 – Mother's Day Sessions. Dates set & to be advertised on FB by FD. Thoughts to be given to gifts for mums. Now advertised in our newsletter and the school's calendar.

A37 – Pyjama Day. Now advertised in our newsletter & the school's calendar. **Action closed.**

A38 – Father's Day Sessions. Dates set & to be advertised on the FoLS FB page by FD. Thoughts to be given to gifts for dads. Now advertised in our newsletter and the school's calendar.

A39 – Break The Rules Day. Now advertised in our newsletter & the school's calendar. **Action closed.**

A40 – Outside Storage Y1. The equipment is not at risk of being damaged at this time and there are boxes they can use if needs be. It does not warrant money being spent at this time. SM to monitor but no need for this action to remain open any longer. **Action closed.**

3. Treasurer's Report – Accounts/Budgeting

Accounts provided and FoLS currently have £5582.37 available plus stock assets (sweets/stationery/uniform).

All stock is currently stored in the infant playground shed as the FoLS shed is full of damp & mould. On examination there is a lot of work required to fix the shed and make it fit for purpose. It is leaning backwards and it needs to be raised higher to allow enough air flow, particularly as the Panda water soak-away runs underneath. A new (larger) roof is required to stop water running back inside and all surfaces need to be cleaned, dried and painted. Andy Messenger is trying to source as much as possible for free or at cost and work will be done to rectify the issues once obtained.

It is to be noted there is likely to be a loss of or damage to some items/stock due to damp. It is known at least 1 gazebo is ruined due to damp (evident when it was to be used for Fireworks Night. All kit & stock will need to be thoroughly checked and losses recorded.

FD has passed all receipts & Treasurer paperwork to EB. G.Anscombe has been asked to accommodate the storage of a single folder with sensitive information inside (eg. pupil donation logs relating to Gift Aid).

4. Events Meeting

Smaller Events

Help for things like Tuck Shop & Class Assemblies can be managed as they come around.

Race Night – [Action 33](#)

The date needed to be changed due to a class with another booking in the school calendar. Alternatives of 8th & 22nd February were discussed, 8th was still available for booking and this was secured by SM. Food agreed to be fish or sausage & chips, to be pre-ordered and either delivered or collected. The cost of the food will be less than the ticket price, hall hire is free and equipment is being donated by Larkfield 1st Scouts Group (FoLS will donate to them for their good will & generosity). The change in date and reduction of 2 weeks to sell tickets is a slight concern but if this first one does not sell well it is not going to suffer FoLS a loss. We will be able to gauge interest and allow for good word to spread through those who can attend and will no-doubt make the next event even more popular.

FD will create a poster (A4) & flyer (A5). The flyer will be printed and distributed in school, 1 per child.

JR will manage bookings with assistance from others as & when.

JR to canvass local chip shops for preferential rates.

Easter Eggstravaganza – [Action 41](#)

Full entertainment is to be decided. Suggestions of a petting corner, egg decorating and hat decorating, bunny ear headband decorating, as well as egg piñatas. Further ideas include egg & toilet roll center tower building, Easter Egg Bingo & Easter Scavenger Hunt.

SM will look at egg piñatas during craft club, EB will make some enquiries for a petting corner. Action 41.

Other suggestions will be canvassed via WhatsApp.

Mother's Day Sessions – [Action 36](#)

These have all been agreed and advertised. Thought is to be given for gift suggestions, although the seeds idea last year worked very well.

Sales for those attending will need to be managed soon.

Summer Fair – [Action 42](#)

A candy floss machine was discussed, the hire of someone to do this would be around £100 but to purchase our own would be no more than £150 (+ perishables). Only a very small amount is required and the money could very quickly be made back as it can be used alongside the tuck shop too. JR & SM to look into this.

SM mentioned we need to know how many helpers we can expect so we can then assess how many stalls can be managed. FD suggested asking some Y6 pupils help out to staff some stalls with adult supervision. SM will put a list up in the staff room to see how many of the teachers will be willing to help.

Stall ideas to be requested via WhatsApp.

5. Grant Applications & Charitable Company Donations

This item was unable to be discussed due to lack of time.

FD will explore the option for Tesco and submit requests for eBay & Leftover Foreign Currency to be added as a charity beneficiary on their sites. [Action 43](#)

6. Purchase Requests

No new purchase requests received.

FD had wanted to discuss what we would like to spend the FoLS funds on but this item was not reached due to lack of time. FD will canvass parents via a flyer for return and use the results in the next meeting for discussion. [Action 44](#)

7. Any Other Business

SM mentioned G.Anscombe requested some help with encouraging children to opt in for the school meal on 16th January as the numbers are counted and this affects the school funding. Each time this is worth around £100 per pupil.

After a discussion it was discovered there is nothing to stop people bringing a 'backup' packed lunch or parents knowing how this can be beneficial for the school.

It was agreed we would word something which can be passed to all via class WhatsApp groups and the FoLS FB page. [Action 45](#)

Next Meeting

12th, 13th, or 14th February 2020, 1.30pm at The Dorcas Centre. SM to book the premises once date confirmed.