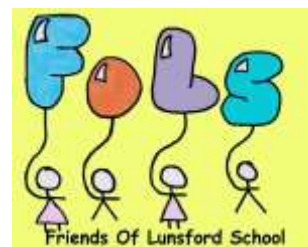


FoLS Meeting Minutes

11th October 2019 13:30 – 15:00



In Attendance & Apologies

Fiona Dalzell (Chair), Sharon Messenger (Secretary), Emma Barton (Treasurer), Julie Reeves, Naomi Keeling, Faye Pearce, Lucy Hutchison, Hayley Coffey, Joe Evans Coe, Amanda Wall, Karen Nye, Michelle Holman, Laura Macklin, Samantha Savage, Mirella Covington, Suzanne Best & Jane Butterfield.

Approval Of Minutes

Minutes from 6th September 2019 meeting to be referred to in the next meeting, once they have been distributed for checking in advance.

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.

A2 – Sarah Cole has been unable to provide these due to having technical issues. We will work with what records we have from retained emails. **Action closed.**

A3 – JR confirmed all thank you letters have been sent. **Action closed.**

A4 – See agenda item 2a. **Action closed.**

A5 – All outstanding purchase requests completed. **Action closed.**

A6 – FD has templated some cards for purchase requests & comments/suggestions. These were seen in the meeting and agreed for putting into use. SM advised she can print them in school on suitable card. FD to pass to SM for printing. FD to produce a poster for the staff room to advise of this facility. FD also to include a 'contact us' portal on our page on the school's website so people can also comment etc. online for ease.

A7 – Website access now set up and being utilized. 'Connections' document to be produced by FD, advertised in the next newsletter and added to the web page.

A8 – NK has handed over to FD some documents and a USB with all she had on her computer. 2 other large files to be handed over in the next week.

A9 – Meeting held with Ali. No grants have been applied for due to having too much other work to do. Ali did explain the Grants4Schools subscription has not been purchased. Until she has an opportunity to utilize it, it's not worth looking at. It was suggested Brookfield may be interested in sharing the cost and access. SM to speak to their PTA and establish if they have any interest in it. The other matter raised by

Ali is the school's shredder. The one they purchased last year is no longer fit for purchase. They are looking to buy one for around £800 and wondered if FoLS may be able to contribute part of the cost. They need the equipment as part of fulfilling GDPR requirements. It was declined as a funding option when discussed by FoLS as it is not something which would directly benefit the children as a learning environment enhancement. It was felt KCC should be assisting and perhaps the school could explore options for purchasing a second hand unit and/or holding their own fundraising initiative specifically for it to help.

A11 – Document produced to advertise the FoLS equipment available for loan. Some photos to be updated as when the equipment is available. FD to upload this on the web page. FP advised replacement golf clubs required for PoLF (LH may have some), she has the pig flinger & pigs, frog racing and spare pigs for pig racing with batteries in her loft. She will arrange for them to be brought in to go in the shed.

A13 – FD has completed the write up about applying for grant funding but this item was skipped due to other priority matters needing to be discussed. It will be looked at in the next meeting.

A15 – There is no specific list of companies or businesses who donate to charities. W will need to start our own log and go from there. **Action closed.**

A16 – Club 200. This item was skipped due to other priority matters needing to be discussed. It will be looked at in the next meeting.

A18 – Lanyards & ID card holders done. **Action closed.**

A19 – FD has advertised AmazonSmile. It will need reminders now and again. **Action closed.**

A20 – FD had sorted out the Christmas cards. The lack of a message inside was discussed and agreed to leave it as it is. The class names on the back are to be amended to include the word 'class'. Prices were also discussed. It was agreed it was worthwhile letting parents/carers know what money comes back to FoLS and therefore the children. To be included in the next reminder.

A22 – Planned events. See agenda item 2.

A23 – Booker membership registration now completed. FP has passed her card to FD, the other card to be passed over shortly. **Action closed.**

Agenda Item(s)

1. Events

Light Up Larkfield 16/11/2019 –

Brookfield's Fireworks Night 05/11/2019 – SM has confirmed Brookfield are happy for us to hold a toffee apple stall and our Tuck Shop. Members are willing to help prepare the apples and to help staff the Tuck Shop. SM to check viability for toffee apples as they need to be profitable with the effort involved. FP & HC are happy to help make up Tuck Shop bags in advance.

Summer Fair – Date agreed as 27th June 2020 to avoid football tournament and Picnic at the Rec dates. To be advertised ASAP and date given to Brookfield so they can arrange their date to suit. Circus theme also agreed. SM to book the circus entertainer for the 3 hours the summer fair will be running from and too. FD to advise Jackie Hirsch and Neil Burnop of Larkfield cubs (the family camp weekend will be arranged on a weekend other than ours & LCG's events).

All other agenda items not discussed due to insufficient time.

Accounts / Budgeting

Full accounts for the year end (31st August) were prepared by NK and discussed in the AGM immediately before this meeting.

Next Meeting

TBC – Suitable date & location to be arranged as soon as possible to go over the items not discussed. SM/FD to confirm.