

Barwick and Stoford Friends of School EG Meeting

Thursday 2nd February 2017, at 7.30pm in the Staff Room.

Present:	Apologies:
Sara Zobel (Co-chair) Liz Jones (Secretary) Jo Wardally (school representative) Claire Mitchell (pre-school representative) Miri Rasovo Jodie Chambers	Caitlin Firth (school representative) Jo Gill (co chair) Jackie Gilmore(treasurer) Tracy Walker Mick Clark Lesley Fay Emma Cable Dana House Lisa-Jay Palmer Mike Down Leanne Braund

Agenda item	Discussion notes	Action – who/when
1.	The meeting started promptly at 7.30pm and SZ welcomed everyone. The minutes of the last meeting were circulated again and were accepted them as true.	-
2.	The minutes of the last meeting were not discussed as several of the agenda items were repeated for this month's meeting.	
3.	<p>Constitution – Sara explained that the core reason for this meeting is to formally include Ladybirds Pre school as part of the Friends of School's Constitution, as since the pre-school has been on the school site, we cannot find any record that this has been done. This will mean that the pre school can benefit from fundraising and can request items for FoS to raise money for, by going to JW before the end of the school year; JW can then pass on requests to FoS chairs at the beginning of the following school year. In terms of funds distribution pre-school will be treated as an additional class. It was agreed that, for example, as class sizes vary quite a lot throughout the school, that if allowing funds for a whole school event, for example a Christmas Party, that each class would get an agreed amount, for example £20, and then a supplement of 50p per child so that larger classes can budget accordingly.</p> <p>Generally, having an adopted Constitution and in turn a Charity number, means that more avenues are opened up for grants, fundraising requests etc. We will be able to open a bank account that works for us when the charity number comes through, which should take around 6 weeks. A vote was taken and it was unanimously agreed that Ladybirds is to be included. For the record, CF, EC, JoG and JaG all sent apologies but had said that they were in favour of the proposal and so this counts towards voting numbers.</p> <p>SZ signed the constitution and LJ witnessed it. SZ will now apply for Charity number.</p>	SZ
4.	Valentine's Disco Friday 10 th February. Disco has been booked by JoG. In consultation with pre-school, we have decided that pre-school and younger main school children if preferred, can come between 5-6pm, main school children	

	<p>between 6-8pm. Originally it was thought that parents may stay for the main school children but this has now been decided against. LJ to amend poster. People able to help on the night are: SZ, MR on food/drink, CF and JW, DH, JoG, AF.possibly JC and WP. LJ should be able to come for the latter part to help clear up. Non kitchen helpers will be stationed at front door on sign in, one near toilets and other in hall.</p> <p>After some discussion it was decided that entry is £2. There will be a café/diner set up in the kitchen where children can purchase juice 50p, milkshakes (50p), and waffles/ice cream 50p. Tuck shop sweet bags will also be available for 20p. Agreed that this is a great idea which could be extended for the summer Fayre for more choice.</p> <p>Decided that ice cream, waffles and milkshakes need to be consumed in the kitchen. Happy for juice and sweets to be taken into the hall. There will be benches around the side of the room so that kids can sit down for a breather if needed.</p> <p>JoG to contact DJ to see how much time needed for set-up/clear up. SZ will be here probably from school finishing so someone will be on premises to let him in.</p> <p>Will need a table mid-way up stairs for signing in. Decided to do a sticker system as per movie night with name of child and who is collecting them. School staff to be on sign in/out table so that they can ensure that children leave safely.</p> <p>Will need 2x float, one for kitchen and one for sign in for those that haven't prepaid. Not compulsory to prepay just easier. LJ to compose parentmail to give further details. As Valentine's Disco, kids can 'wear what they love to wear'. To make sure that kids have a pocket or a named purse on them, and they will be responsible for their own money. Not to be given to staff or helpers. Menu/prices to be given in advance so parents can judge how much they wish to give their child. In terms of prepayment, this is optional. Need to check with office in future if they are happy to handle money in advance. An alternative would be that parents could bring money to breakfast club or could sell tickets in playground for future events. JC suggested we could have American flag projected onto the wall if we are going with American diner type theme.</p>	<p>LJ</p> <p>JoG</p> <p>LJ /?TW</p> <p>JaG</p> <p>LJ</p> <p>LJ</p>
5.	<p>Tuck shop</p> <p>Agreed that someone needs to take responsibility for Tuck shop. Last week it was done in the playground instead of in the hall and bags were cheaper (with less in them), but made a good sum of money.. Current sweets are too expensive so going forward need to source a mix of different types. JC suggested amazon in bulk. School could procure through their channels, and FoS reimburse, and have delivered.. Saves us going to Bookers etc and probably cheaper. Need to make up 100-150 bags per week, which takes time so need volunteers to do this, and to sell on a Friday afternoon (not necessarily same person makes bags as sells bags). LJ to include this on parentmail disco info.</p> <p>Discussion that tuck shop could change at different times of the year, perhaps do ice creams in the summer term instead.</p>	<p>LJ</p>
6.	<p>AOB</p> <ul style="list-style-type: none"> Time of meeting – several people have mentioned about having a different time to the meetings going forward. Agreed that this 	

	<p>is a good idea to engage as many people as possible. Agreed to change next meeting from Thursday 2nd March at 7.30pm to Friday 10th March before Well Done assembly, from 1.30pm, to finish for 2.40 pm latest. This will be primarily to plan the Beetle Drive/bingo night on 17th March. Suggested other times could be after drop off at 0900, after school, and some in the evening. Questioned if in school hours then would it be a problem if school staff weren't able to attend but so long as dates and times of events aren't decided at those meetings so that the diary can be checked, it shouldn't be a problem.</p> <ul style="list-style-type: none">• To check with JoG as to opinions over Easter Bonnet competition for next FoS treat for children.• Asked all attendees to think about potential ideas for a sponsorship event for the first half of the summer term (to be held sometime in May).• The monthly market will resume on March 18th. Need to ensure greater reach is made to encourage people from outside the village or not necessarily school-related to attend.• No word on Phil the Bag date as yet. LJ to chase. Happy to do a jumble sale as well. Date tbc.	
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The meeting closed at 8.30pm