

Barwick and Stoford Friends of School meeting minutes

Friday 17<sup>th</sup> November 2017, at 3.15pm

Present:

Jo Gill (Chair)

Caitlin Firth

Pam Goodwin (Treasurer)

Liz Jones (Secretary)

Jo Wardally

Apologies: Lesley Fay (Vice chair)

Item	Discussion	Action
1.	<p>Christmas Fayre - Agreed to keep things simple this year as low on helpers. Confirmed that there will one more non-uniform day for donations of sweets or chocolates next Friday 24<sup>th</sup> November. We have at least 5 external stalls too for something different. LJ Sourcing a face painter. Agreed that whoever is on the stall is to source /prep/run their own stall.</p> <ul style="list-style-type: none"> <li>• Wine and Whinge (hopefully Kelley),</li> <li>• Tombola and sweet tombola (Jo G),</li> <li>• Raffle (Liz)</li> <li>• Refreshments – tea/coffee/squash, cake, tuck shop (Lesley &amp; Pam), Pam, Liz, Liz's mum, Jo W's Mum, ?Lesley ?ER happy to make cakes.</li> <li>• Santa's Grotto (LJ to get DBS check from ER). Check if ER happy to stay in grotto with Santa. (Needs to have 2 adults at all times). JG has spoken to LM; Ladybirds happy to set up in the morning as part of their day. 50p entry and a candy cane once visited.</li> <li>• Children's Crafts – 3 tables (inc Ladybirds). School staff to draw up rota for Y5/6</li> <li>• Reindeer Food – Y5/6 a rota to be drawn up by school staff.</li> </ul> <p>Will need stage blocks out and red tablecloths (Jo G). Free entry as no alcohol to be available (mulled wine not popular last year). If more volunteers are available they can help on existing stalls so everyone can look around too.</p> <p>LJ to create poster as a priority.</p> <p>Sycamore in the Willow Room so we can prep at the bottom of the stairs in the morning. Lesley and Pam can prep tuck shop Thursday evening. Liz and Jo available all day Friday.</p>	All FoS as named.
2.	<p>Bank account –</p> <p>PG reported that the application for a new bank account has gone in and debit cards will be issued for PG, JG, LF &amp; LJ. All reminded that all expenditure must have a receipt. All signatories will receive an email soon to activate the next stage of authorising signatures.</p> <p>The existing account will need to be closed for security reasons. TW and TC to be kept informed of progress on this, and any documents needed, although sorting this out with Santander is a much slower process as it is done through Head Office. Progress is however being made.</p>	PG
4	<p>AOB</p> <ul style="list-style-type: none"> <li>○ Halloween Disco – lost £6.62, however there were lots of comments that it was a really good disco, so we are happy with that.</li> <li>○ Coach cost for trip to Octagon Theatre (Pantomime) – confirmed as £230.00, agreed to pay.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Accelerated reader scheme – Autumn Term Well done Assembly will be on Friday 1<sup>st</sup> December, however agreed that it would be nice to present AR awards at the Nativity in Church on Friday 15<sup>th</sup> December. LJ/JG to liaise re purchase of vouchers.</li> <li>○ Christmas party – as class sizes vary in the afternoons, we have agreed £1 per head. Currently 73 on roll in main school, max 15 at Ladybirds. £20 for Sycamore; £27 for Oak; £26 for Chestnut. PG to distribute funds to class teachers (Maple are included with Oak as the parties will be in the afternoon).</li> <li>○ Suggested that if there are no crackers provided by school dinner caterer for the Christmas lunch on 13/12/17, that FoS provide crackers. Agreed. LJ to liaise with Jo W.</li> <li>○ Help requested with refreshments at Xmas performances on:  Tuesday 5<sup>th</sup> December at 6pm for Y2 upwards  Wednesday 6<sup>th</sup> December at 2pm for Chestnut and Ladybirds  Wednesday 6<sup>th</sup> December at 6pm for Y2 upwards  Thursday 7<sup>th</sup> December at 2pm for Chestnut/Ladybirds  LJ to liaise with FoS members and advise school staff.</li> </ul>	LJ/JoG  PG  LJ / JW  LJ/CF
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The meeting closed a 4.15pm

Next meeting Wednesday 29<sup>th</sup> November at 3.15 to finalise Christmas Fayre plans.