

**Cropwell Bishop Friends of School - Meeting Minutes**  
**5/3/2019 Class Rep Meeting 7.00-9.30 pm - Cropwell Bishop Primary School**

**Present:** Helen DD, Sarah T, Ash, Suzy B Carolyn H, Nic C, , Tracy H, Claire, Aimi M,

**Apologies:**, Helen J, , Vicki O, Sandy G, Michele N, James M, Lucy G, Lisa Firmage, Helen Auty, Helen Fenner, Suzi C,

**Minutes of last meeting.**

**Proposed by Helen DD      Seconded by Ash**

Agenda Item	Discussion	Action
Film Night Review	<p>Over 90 children &amp; more than £450 raised            Good buy-in adding xmas theme presents etc good.            Practicality a “nightmare”.            Technical - Unable to test on screening kit so 25 min delay.            Physical – Double no. of children than ever previously had. Behaviour challenging. Popcorn everywhere &amp; drinks spilled            Many kids enjoyed this but for some it was too much. A long time to concentrate for younger children. It was discussed whether Reception came or not next.</p> <p>Going forward:            Split KS1 and KS2 films but on same evening.            Designated break about 40 mins in and this to take place in the dining area            No pizza, to be brought into the school, packed lunch for the Beaver people.            All children to have their own water bottle            Give Class 2 a choice to go to the KS1 or KS2 film.            Member of staff needs to be prepared to pull people out etc.</p> <p>4 April next Disco.</p>	<p>Helen Auty and Suzy Bulmer to plan the next film taking into account feedback &amp; asking for specific help as required</p>
Cake Sale Review	<p>Bake sale review – very successful £81.50.            Would be easier to do it outside – or at least a more accessible space.            Couple of year groups to provide cakes per time            Consider joining Class 6 with Class 2 etc to try and maximise the number of cakes available for sale.            Next cake sale 15<sup>th</sup> March            Need helpers</p>	<p>Zoe –Seems to be sorted but to ask if she needs help.            Zoe – to let Nicola C know dates etc for her to publicise</p>

	<p>Sweet sale – success 24 units, £24! Sweets from Disco used, together with glowstick in cone</p> <p>Ice cream on Friday before easter if weather good. Need Zoe to let us know the date for the ice cream, so that it can go on Facebook etc for Nicola Croft to send it out.</p>	
Disco Review	<p>Disco review - £665 taken (expenses to be taken) About 80 children £400 @ £5 means £265 on bar &amp; extra tickets Earlier start well received, particularly younger children and this is the target audience. Quite a few children (mostly siblings) from Lime Trees Setting up a challenge, we need a few more people to help with this. £5 entry plus 5 x 50p tokens, everyone arrived with the correct money, Kids excited about tokens. Nigel, dance floor full. Seemed to work well. The bar, a success. All 6 bottles of fizz sold. Most feedback positive: “Kids didn’t keep bugging me for more money” “I think the tokens system was a stroke of genius!! ... kids can take responsibility for what they spend their tokens on and there’s more time spent dancing and enjoying the games than queuing for sweets etc!! ...” “Massive fan of the token system 🤖 Just saying....” “It was easier to receive a coupon’. Count up at the end was a lot easier.</p> <p>Negative comments Parents asked if unused coupons could be refunded – they cannot. Parents liked their kids to “handle real money” Not everyone can afford £5 a child</p> <p>Actions for next disco: Continue with the £5 incl. 5 tokens idea but cap the price at £10 per family receiving entry for family &amp; 10 tokens</p> <p>School to communicate free access to FOS events for Pupil Premium children., FOS want children to come, even if they cannot afford it.</p>	<p>Helen J and Suzi C to plan the next Disco taking into account feedback &amp; asking for specific help as required</p> <p>Suzy Bulmer to work with School to communicate free entry for Pupil Premium kids</p>
Tea/Coffee at events	Well received and a good money earner about £30 a session	Ash to continue with support
Finance update	Brief update on the current state of the bank account provided. Information provided on an email.	Helene – 2017/18 accounts to be finalised.

<p>Fundraising Update</p>	<p>Wish list Ipad is a big thing but there are small items that the school would just like to go and buy.          Decision and agreement to provide school with a £500 'Slush Fund' so that they can just go and buy the smaller things without needing the OK from FOS.          Need the expenditure detail for FOS accounting purposes, Liz to provide this.</p>	<p>Helene – to organise the £500 to go to the school.           Suzy to keep comms between School &amp; FOS, managing the detail from Liz and providing a report at each meeting.</p>
<p><b>Pub Quiz Update</b></p>	<p>Sold out.          60 places, so income of £600, should equate to profit of £390.          Various raffle prizes have been obtained.          Sell some before the event          Write up the prizes           Helen DD noted, as children normally write letters requesting raffle prizes for the summer event, we need to not approach the same businesses again.</p>	<p>Helen DD – to arrange a different letter to “duplicate” donors thanking them for earlier contribution etc.           Aimi &amp; Lucy to confirm list of businesses approached for Pub Quiz to HDD. They need to create a list of raffle prizes so FOS members can get selling the raffle tickets. Aimi to say something at the pub quiz about the FOS Charity</p>
<p>Zumba</p>	<p>Zumba – To be run by Sandy          7 May,          We need a price from Sandy &amp; help her with communications.</p>	<p>Ash to get time, price and comms from Sandy           Poster to School and Nic for comms</p>
<p>Increasing the Value of FOS</p>	<p>There was much discussion about the need to raise a positive FOS profile. Some quite negative and unhelpful feedback has been received. Simply, we are a charity, made from the parent/carers/school friends body, raising money for our school, for our children.          There are still parents/carers who don't know what FOS does or is for.           As a team, we can increase the knowledge about and the value FOS creates for the school. In addition to posters etc, we need to talk to the parents (playground, parties, etc.) telling them what we do and why.          If we are each seen doing bits at events etc. the activity is more likely to be seen as the FOS Charity rather than an individual or set of individuals.           The more parents/carers that know the positives, the more likely they are to get involved or at least positively support the charity.           FOS to:          Speak for a few mins at each Parent/Carer attended School assemblies          Have a presence at parents evening -tea/coffee/collection pot          Ensure those at FOS events, i.e. the Pub Quiz know why it's a charity event.</p>	<p>Committee and Class Reps to be actively speaking to parents / carers about FOS and what we do and why           Helen DD – Talk to school and agree a few mins at assemblies &amp; events about FOS &amp; ask Miss Hussey re note in newsletter.           Tracey Harrison to engage with School Council regarding FOS. Children involvement – theme choice           Sarah T – work with Suzy Bulmer about the design a logo idea etc and more children involvement, something for within school for children to get involved (marble idea or similar)           HDD to ask brother to build a thermometer          HDD – once we have a logo – banner for events           Ash to send Nic Event diary for Social media comms</p>

	<p>Talk to the school council and the school council then go back and talk to their class about FOS.Children to become more involved, ask them for ideas i.e. for a theme for disco?</p> <p>See if Miss Hussey could mention FOS fundraising etc and how important the money is for the ‘basics’ within her newsletter.</p> <p>Need to think more about ‘branding’, make visually it clear that all these events are raising money for FOS .</p> <p>Logo – a suggested competition for the kids to design a FOS logo</p> <p>Thermometer to show how we are getting on fundraising for key kit, i.e ipads. (might be one in shed. HDD offered her brother could make one)</p> <p>What has been achieved/what working towards</p> <p>Possibly buy a pull up banner / Display board</p> <p>Nicola C – dates to put on Facebook Lots of things to put on, acts, quizzes, like is not enough use emoji</p>	<p>Nic to communicate events on social media</p> <p>Committee and Class Reps to respond to social media posts (more than “like” – share with Classes pages etc.</p>
<p>Feedback from Class Reps</p>	<p>Year 5 –</p> <p>Parents felt Disco was a good opportunity to handle money for the older kids and shame this no longer happens</p> <p>Some concern/sadness that school not doing anything for the village summer weekend.</p> <p>Year 4 -</p> <p>It was felt that a ‘brick wall’ had been hit with some parents.</p> <p>Proposed engagement with Children (council etc) &amp; work up</p> <p>Class 2 –</p> <p>No specific feedback.</p> <p>Class R - Comment made that first aid provision was not adequate during disco. It was identified that this was not the case as a child injured at the disco was dealt with by other parents attending the Disco who are Paediatricians/A and E nurses.</p> <p>Summer bonanza idea – positive ‘nice to have a change’</p>	
<p><b>AGM Date</b></p>	<p>Some concern at the proposed new AGM date:</p> <p>Prior to the Summer Bonanza so last and biggest event not included in AGM Financial Report</p>	<p>Helen DD – To liaise with Miss H/Suzy to find a new AGM date post Summer Bonanza but prior to end of summer term.</p>

	<p>Not ideal for current accounting purposes as prior to Financial Year End so Report will hold previous years audited accounts and an up to date "Draft" report of takings to date.</p> <p>It remains more useful in terms of future FOS planning,.</p> <p>The new committee will have time to understand and hit the ground running New parents for Class R invited so they can express an interest in joining etc., Consequent agreement madeto do AGM before the end of summer term, but after the Bonanza.</p> <p>This discussion highlighted the need for the accounts for 2017/18 to be audited and submitted to the Charity Commission.</p>	<p>Ash to update FOS intro documentation</p> <p>Helene to confirm 2017/2018 accounts submitted</p>
<p>Stilton Stumble</p>	<p>This is a 'Stand-alone event', organised by representatives from both FOS and Scouts. Run on its own insurance has own race director.</p> <p>This year it will be Sunday 13 October. Can have up to 550 runners, last year had 515.</p> <p>Need two more FOS members to start working on the SS committee so that they can keep FOS updated etc and good communication channels. an interest in running! Do a doodle poll to include us 4 to see if anyone would be interested.</p> <p>FOS help is needed to organise the hall, baggage, responsible for runners on the day singing up etc. FOS also help jointly with Scouts in the kitchen.</p> <p>Claire offered to be a FOS representative on the SS committee. Need at least one more FOS member to join Helen DD to approach Helen J/James?</p>	<p>Helen DD – to approach Helen Jepson &amp; James Middleton about being on the SS committee.</p> <p>Carolyn to invite Committee, Helen Jepson, James Middleton and Claire to next SS meeting</p>
<p><b>Summer Event</b></p>	<p>To be called 'Summer Bonanza'</p> <p>Various wheels already in motion to organise this and specific meetings have taken place. Summer Bonanza sheet kept updated with latest in Dropbox</p> <p>There is to be a scheduled timetable for the day – see brochure.</p> <p>Invited Sky Dive Langar, the parachutes landing a 'spectacle'</p>	<p>Ash to follow up with Sky Dive Langar &amp; Rattle &amp; Roll</p> <p>Sarah T – to look into microphones etc for performers.</p> <p>Aimi &amp; Lucy to provide donor info from Pub Quiz HDD to compile list of possible donors Suzy B to confirm Year 5 timing for request letters</p> <p>The Sub Committee to carry on organising this event.</p>

	<p>Choir &amp; Rattle &amp; Roll invited - If choir/recorders to perform in open air need amplification.</p> <p>Some Raffle donors have already been approached for Pub Quiz. Others to be approached for Summer Bonanza. For next year, FOS should hold a comprehensive list of donors to approach for prizes for our events throughout the year. We can also send letters further afield.</p> <p>Consensus and agreement on Entry fee.  £3 adult, £2 child  £10 family (2 adults and their children)</p> <p>Letter and schedule etc to go in book bags at least twice before event.</p>	
<b>Next General Meeting</b>	TBC	HDD to Arrange