

**Cropwell Bishop Friends of School Committee - Meeting Minutes  
6 Feb 2023**

Present: Sarah Trevers, Alicia Mosley, Amy Rushby, Claire Ciana, Mrs Bulmer, Michelle Farquar

Apologies: Heather Timmins, Margaret Anderson, Sarah Johnson, Helen Jepson, Rosny Allan, Carrie Jackson, Jo Rowley, Lucy Gallacher, Ingrid Nelson, Lucy Besson

Minutes of last meeting.

Proposed by: Sarah Trevers

Seconded by: Claire Ciana

Agenda Item	Discussion	Action
Welcome	Alicia welcomed everyone to the meeting	
Actions for Last Minutes	Minutes and actions for the last meeting were discussed. The last meeting minutes OK and actions had either been done or updates provided in their relevant sections below.	Only outstanding actions to carry over...  Ingrid – to purchase chalk boards if she sees them!
Finance Update	<p>£5000 has been put into an easy access high interest account. There is a possibility that we could put more money away into a higher interest account which will not be instant access. That will depend on spending needs and should be continuously under review.</p> <p>Accounts – require submission and review</p> <p>Money raised so far this academic year:</p> <ul style="list-style-type: none"> <li>• Disco £608</li> </ul>	<p>Claire – to ensure the auditing of the accounts takes place.</p> <p>Claire – to update the Committee on the submission of accounts at the next meeting.</p>

	<ul style="list-style-type: none"> <li>• Christmas Cards - £499 (£41 upaid)</li> <li>• Festive Fun - £202</li> <li>• School lottery Since September £118</li> <li>• Film Night - £xxx</li> </ul> <p>All receipts should now be sent to <a href="mailto:finance@friendsofschool.co.uk">finance@friendsofschool.co.uk</a></p> <p>It is worth doing publicity for my school lottery.</p>	<p>Sarah - To include info about My School Lottery on the email with the FOS newsletter.</p>
<p>Event Review</p>	<p>Film Night - This went well and it also raised a lot of money with minimal effort.</p> <ol style="list-style-type: none"> <li>1. KS1 were very well behaved and sat and ate their drinks and food at the tables.</li> <li>2. KS2 were more chaotic and took food and drinks onto the mats with numerous spillages.</li> <li>3. For future -       <ul style="list-style-type: none"> <li>○ no drinks to be provided, children just to use their own water bottles.</li> <li>○ TO ensure KS2 children know what they need to do we need to make sure that KS2 teachers tell the children before arriving in the hall that they:           <ol style="list-style-type: none"> <li>1. are to sit at tables to eat and then go to the mats.</li> <li>2. are to leave bags/coats on the side and not to take them onto the mats.</li> </ol> </li> </ul> </li> </ol> <p>Festive fun - Very successful. Sweet cones and hot choc were very popular. The vacuum flask worked well. Choir were good and this worked well and everyone enjoyed having santa there.</p> <p>Christmas Cards - this required a lot of additional work for the office this year due to chasing payments. We will no longer continue with this format due to the non payment of orders and the time required to chase for</p>	<p>Sarah - to look into alternative company for Christmas Cards</p>

	<p>payment. We will look into an alternative where parents/carers purchase direct with a company.</p>	
<p><b>Event Planning</b></p>	<p><b>Disco</b> – Michelle is sorting. Mrs Bird and Mr Heatrick are the teachers present. Michelle will ask for volunteers imminently.</p> <p><b>Entertainment Evening</b> – Easter Film possibly a good idea. Need to look at availability of the hall.</p> <p><b>Fashion Show</b> – Decided not to go ahead with this.</p> <p><b>Summer Fair</b> – Mrs Bulmer suggested an olympics theme. Whilst this is sporty there are lots of arts included with the opening ceremony etc. Lots of options as also it is in France so build an Eifel tower, french food theme. Ask the Rugby team to organise some Olympic games.</p> <p>We also discussed Alice in Wonderland as an option as this had been considered last year. However, the majority present at the meeting felt that the Olympics was more accessible to all as a theme and as it only comes around every 4 years it would be a shame to miss the opportunity.</p> <p><b>Adult Fundraiser</b> – Suggested date of 26.27 April. , Lucy has come up with ideas such as horse raicing, family fortunes, catchphrase etc.</p>	<p>Sarah/Michelle – to organise disco</p> <p>Sarah – to talk to Carly about multisport dates to see when hall is free or suggest a Tuesday.</p> <p>Sarah- to find the raffle spreadsheet and send to Alicia</p> <p>Sarah/Alicia – update trello/start a 2024 version</p> <p>Sarah – to ask Helen Jepson to book metal man</p> <p>Lucy – to check suitability of the April dates and to come up with ideas with support from the committee.</p>
<p><b>Volunteer Opportunities</b></p>	<p>Currently there are two obvious vacancies:</p> <ol style="list-style-type: none"> <li>1. Xmas Cards – we need someone to take on the coordination of the xmas art work.</li> <li>2. Uniform – Helen Fenner is stepping down from this role so we need a new volunteer or a couple of people to take on this role.</li> </ol> <p>It would be good to do a mid year call out for volunteers.</p>	<p>Sarah – once new Xmas company identified Sarah to try and hand this over.</p> <p>Amy – to create an add for uniform if we feel this is the best option</p> <p>Sarah – compose an email to send out asking for volunteers.</p>

<p>How school would like to spend the money</p>	<p><b>Spending of existing money</b></p> <ul style="list-style-type: none"> <li>○ Slush Funds - £1000 for general spending.</li> <li>○ CoOp money to be given to school for Mrs Bulmer to and Mrs Bradley to spend on science and green club.</li> <li>○ Of the £2000 donation (hope to receive soon) - £1000 to be used for KS1 resources - maths etc £1000 for greenhouse</li> </ul> <p>Quotes Required</p> <ul style="list-style-type: none"> <li>○ Trim Trail - Quotes are required to progress this. School to organise obtaining quotes.</li> <li>○ Blinds - IT suite urgent need for blinds, school will organise quotes.</li> </ul> <p><b>Garden Update -</b></p> <p>Perry is coming week 19 Feb to do the garden. He will clear the raised beds in the KS1 area. Also maintenance of the Wildlife Area and compost heap sorting.</p> <p>School would like to put artificial grass around some of the beds so that they can be used all year round, at the moment they become a mud bath.</p> <p>KS1 raised bed, it would be nice for it to be utilised for play as well so possibly fairy garden idea, gravel paths within it.</p> <p>Birdfeeder in the raised bed needs to be moved as the deposits from the birds are problematic. In addition, the seeds that are dropped start growing.</p> <p><b>Greenhouse</b></p> <p>Alicia presented a number of options. The bass of the existing greenhouse is 6 by 8 ft and thus we can purchase a new greenhouse to fill the existing area. We all agreed that it was not worth going cheap as it needs to last for a long time, it is also open to the elements and also kids playing near it (footballs), possibility of kids leaning up against it whilst groups of children are in it etc. It therefore needs to be sturdy. Polycarbonate is however, better as even toughened glass will leave tiny bits of glass if it breaks which would be hard to clear up.</p>	<p>Claire - transfer slush fund and CoOp money to school.</p> <p>Mrs Bulmer - Liaise with school to obtain quotes for blinds and trim trail.</p> <p>Alicia - to keep on top of the garden situation with Perry and MRs Bulmer.</p> <p>Alicia - to speak with Pam and make a decision about the greenhouse.</p>
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AOB	We should do a mid year call for people wanting to join FOS.	
Date of Next Meeting	Summer Fair Meeting - 27 February 8 pm	