

Cropwell Bishop FOS meeting minutes

11th March 2025

Present

Sarah T, Alicia, Claire, Amy, Mrs Bulmer

Apologies

Carrie, Lucy, Lucy. Margaret, Rosny, Vicki

REVIEW OF PREVIOUS MINUTES AND ACTIONS

20250128 minutes reviewed and approved by FOS board 26/02/25 and uploaded to website

OUTSTANDING ACTIONS from previous meetings	WHO	PROGRESS
My school lottery posters/leaflets and re-advertising	Amy/Claire/Heather	In progress
Playground <ul style="list-style-type: none">- Speak to Mrs Cook/Mr Lee- Speak to Sally about grants- Get info about project at Burton Joyce- Arrange a separate meeting to review	Sarah T Alicia Sarah T Michelle	Complete
Signage for events	Alicia	Complete
Look into printing for branding	Alicia	Complete
ACTIONS from 28 th Jan 25	WHO	PROGRESS
Communicate outcome of disco discussion to school <ul style="list-style-type: none">- No alcohol- Timing remains	Mrs Bulmer	Complete
Communicate no alcohol <ul style="list-style-type: none">- Disco letter- Update poster- Class groups via social media	Michelle Amy Class reps	Complete
Plan next film night with feedback taken on board <ul style="list-style-type: none">- Check availability for cooking	Vicki Alicia	Complete
Cake sale <ul style="list-style-type: none">- Change date to 28th March- Plan and communicate	Alicia	Complete
Disco <ul style="list-style-type: none">- Contact Nigel re UV- Implement new ideas	Michelle	Complete
Summer fair <ul style="list-style-type: none">- Contact guide dogs- Look into assault course- Look into use of sports day equipment	Alicia Claire Mrs Bulmer	Complete

<ul style="list-style-type: none"> - Raffle letters - Update dance academy on theme 	Sarah T/Carrie Sarah T	
Playground replacement <ul style="list-style-type: none"> - Bucket ideas and delegate responsibilities based on output - Compile letter - Look into go fund me - Set up WhatsApp - Add local businesses to WhatsApp 	Sarah T Sarah T Sarah T Alicia All in group	Complete
Tea towels arrange with same company	Carrie	Complete
Contact Mr Heatrick about FOS area of school website	Sarah T	Complete

Notes

Signage for events:

Option 1 £230 plus vat for 2 banners 2mx0.75m and 2mx0.4m

Option 2 £100 for 2 banners similar size (PVC hemmed with islets)

Alicia to go back to Karen regarding banners.

Printing for branding:

Decisions to purchase aprons and iron on logo

Alicia to order

Summer fair:

No longer approaching guide dogs

Confirmed able to borrow cargo nets and school sporting equipment

Raffle letters being written by class 5

Outstanding action to inform let dance academy know theme

School playground:

Letters written

Fundraising websites reviewed revision to go with Just Giving

WhatsApp group formed and spreadsheet of local businesses compiled

Tea towels:

All arranged Carrie to distribute information to school asap

FOS area of school website:

Updated by Mr Heatrick

FINANCE UPDATE

- Disco £566
- Plant sale £113
- Stilton stumble £2500
- Accounts need submitting by end of May

REVIEW OF RECENT FUNDRAISING/EVENTS

Disco 7th March

Fewer parents stayed more space.

New initiatives were successful eg craft, hair chalk, sweets and crisp selection.

Lucky dip extremely popular – continue.

Face glitter less popular – pause..

2/7 boxes of cookies left over, Michelle to look at alternative supply

Feedback from school ok

Reminder about phones as kids with phone/ipad had to be prevented from using

Volunteers need reminder of requirements on night, Michelle to highlight when plan is shared

Bulb selling 5th March

Went well individuals bought several rather than lots of people buying.

Need quality control or increase number in pots.

EVENT PLANNING

Cake sale – 28th March

- Alicia to arrange
- Poster and letter to R,2,4,6 required next week- Amy

Film night - 1st April

- Vicki to arrange
- Hop for whole school KS2 and class 2 in hall, class R and 1 in classroom. Sarah to communicate to Vicki.

Adult event – 26th April

- Helen and Lucy to arrange
- Save dates gone out
- Tickets via PTA website - Claire liaising with Helen regarding ticketing
- Cost – £5 entry
- Drinks and snacks available to purchase at bar
- Team event up to 6 in team
- Game show mash up
- Nick will host, Helen & Lucy to do games and IT
- Reminder of alcohol leftover from previous events to be used
- Text team name and number in team to Lucy
- Poster required Amy ?

Tea towels –

- Carrie sorting out same company as Xmas order online
- May need to order extra for late requests

Velo – Sunday 11th May

- Cake making required
- Sarah, Claire, Ellie and Jess doing feed station

SUMMER FAIR – Sat 14th June Explorer theme

Volunteers:

Rosny face paint
Lucy bar
Russ assault course
Heather set up
Ice cream Alicia
Ask Sarah to be head of cake

Ideas:

Ask Rosny for craft ideas eg cardboard binoculars,
Can we make spiders etc out of tights for assault course
Excavation Alicia to sort
Animal jungle explorer theme for cake and model competition – model competition to be expanded
can be made out of anything not just Lego e.g knitting, cardboard etc
Celebrity get me out of here – box to put hand in and guess what's in there , eating bugs,
insect/animal sweets to sell
Explorer map for event – details what's on where could seek answers to questions for example

Bookings made:

Insect lady
Bouncy castle

Raffle:

Letters underway

Wellbeing day:

Hayley's friend – could contact for experience of explorer (Alicia)
Wildlife trust – charge awaiting prices possibly for wellbeing day or fair itself

Use general WhatsApp group for summer fair Alicia to update group

Need playground fundraising stand have lucky dip themed for event here plus QR code to donate.
Prepare info for wider reach and funding opportunities.

PLAYGROUND UPDATE

Mr Lee has reviewed and edited letters.

Artists impression of new playground – Amy will look at image and how to use for just giving webpage.

KS1 children to draw picture for business letter – target end of financial year. Sarah to provide template for school. Mrs Bulmer to communicate requirements to school.

Announce initiative in assembly Mrs B.

Sarah to talk Mr Heatrick regarding just Giving code for website.

In touch with new company for quote.

Big give for matched funding – can we do sponsored events that week Sarah to apply.

Mrs B to identify if FOS can speak to trust directly.

SCHOOL SPENDS

Animals being funded by FOS separately – funding still available for enrichment KS1

Gardening equipment bought


Lunchtime equipment being scoped


iPad trolley needed – approx £1000 (more secure allows charging) – Mrs B to provide costs, possibility to utilise slush fund and match contribution by school. Decision once cost established.

AOB

- Social event Friday 4th April will be communicated via WhatsApp.
- Claire to pay pantomime

Next Meeting

 Tues 22nd April 2025 (Summer fair focus)

 8.00-9.30pm

 TBD

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My school lottery posters/leaflets and re-advertising	Amy/Claire/Heather	In progress
ACTIONS from 11 th March 25	WHO	PROGRESS
Confirm banners with Karen	Alicia	
Order aprons and iron on logo	Alicia	
Tea towel info to school	Carrie	
Submit accounts before end of May	Claire	
Disco <ul style="list-style-type: none"> - Cookie supplier - Add no mobiles to direct email - Check cost of token's communicated - Volunteer reminder 	Michelle	
Poster and letter for cake sale	Amy	
Film night <ul style="list-style-type: none"> - Source 2 copies of Hop - Letter for parents - Arrange advertising - Liaise with Alicia for hotdogs - Recruit volunteers 	Vicki	
Adult event <ul style="list-style-type: none"> - Arrange event - Set up ticketing - Poster 	Helen/Lucy Claire Amy	

Summer fair <ul style="list-style-type: none"> - Tell dance academy theme - Ask Sarah re cake - Ask Rosny for craft ideas - Contact Hayley 	Sarah Alicia Sarah Alicia	
School playground <ul style="list-style-type: none"> - Review imagery for Just Giving - Template to school for letters - Arrange KS1 drawings for letter - Assembly announcement - School website Just Giving link - New quote - Big Match funding - Request direct discussion the trust 	Amy Sarah Mrs B Mrs B Sarah Sarah Sarah Mrs B	
Get costs for iPad trolley	Mrs B	
Spend enrichment funds for KS1	Mrs B	
Arrange social	Sarah	
Pay pantomime	Claire	