

Cropwell Bishop FOS meeting minutes

22nd October 2024

Present

Sarah Trevers, Claire-Lise Ciana, Suzy Bulmer, Alicia Mosley, Michelle Farquhar, Sarah Johnson, Vicky

Apologies

Carrie, Nicola, Rosny, Sally, Lauren, Lucy, Margaret, Jo, Amy, Heather, Helen Jepson

REVIEW OF PREVIOUS MINUTES AND ACTIONS

20240917 minutes reviewed and approved by FOS board 30/9/24 and uploaded to website

OUTSTANDING ACTIONS from previous meeting	WHO	PROGRESS
Actions relating to disco see 16 th July 2024 minutes MF – add alcohol monitor to volunteer rota. ST -signage for tables SB – reminder of parental responsibilities ST – draft bullet points of parental expectations to accompany disco letter	Michelle, Sarah T, Mrs Bulmer	In progress
Arrange spending priority meeting with Mrs Cook/Mr Lee see 16 th July 2024 minutes	Sarah T	See meeting minutes
ACTIONS from 17 th Sept	WHO	PROGRESS
Set up meeting with Lisa re tracking funds	Claire	In progress
Update table of opportunities with volunteers	Michelle	Complete
Cake sale poster/letter before Fri 20 th Sept and distribute	Amy/Alicia	Complete
Provide float for cake sale	Claire	Complete
Identify expected number of runners for stilton stumble	Sarah T	Complete
Place order for stilton stumble with Gary	Alicia	Complete
Look into availability of a slow cooker for stilton stumble/film night	Sarah T	Complete
Arrange for school to be available for stilton stumble morning debrief	Mrs Bulmer	Complete
Contact bakers for stilton stumble	Alicia	Complete
Call for additional volunteers for stilton stumble where needed	Sarah T	Complete
Father Xmas invite	Sarah T	Complete
Check film rating for Arthur Christmas	Michelle	Complete
Film night clash, review date of staff meeting	Mrs Bulmer	Complete
Alternative xmas film recommendations	Vicky	Complete
Approach Lizzie to help with film night	Alicia	
Review cost and order food from Gary's for film night	Alicia	Completed
Sweets for film night	Sarah T	
Contact train people for summer fair	Sarah T	Complete
Review theme ideas for summer fair	Sarah T	In progress
Look at possibility to have cricket training at summer fair	Amy	
My school lottery posters/leaflets and readvertising	Amy/Claire/ Heather	In progress

Review Parentkind affiliated fund-raising opportunities	Sarah T	Complete
Speak to Mrs Cook regarding fundraising for playground and magazine subscription	See spending priority meeting	In progress
Identify cost of historic/upcoming events	Alicia	Complete
Review Wellbeing days and inclusion of workshops	Mrs Bulmer	Complete
Review feedback on enrichment activities	SarahT/Claire/ Alicia/Michelle	Complete

School disco – Michelle to follow up

- Plan for one way system – everyone to leave via fire exit, parents coming to collect children to enter via main entrance and leave with everyone via fire exit.
- No smoking/vaping on school premises to be added to letter.
- Update payment to Arbor.

Tracking funds

- Information provided see finance update.

Opportunities

- Tea towels – potential to use Xmas artwork provider if proves successful. Sarah has already talked to Carrie about overseeing tea towels.

Father Xmas

- Contacted and agreed in principle however due to illness Alicia look into potential back up.

Film night

- Initial look suggested film has PG rating - conversation with Mrs Bulmer suggested we could show if stated on invite and parents give permission. Vicky identified it is has been rated as U in UK
- Identified this is afternoon of nativity. Concerns this would limit attendance as parents take holders home directly after show. Discussed alternative dates and agreed on Wed 11th December.

Summer fair

- Train people contacted no response as yet.

Parentkind funding

- Discuss at next meeting.

Magazine subscriptions – Alicia to follow up

- Potential interest from Mrs Simpson for magazines as an alternative format to encourage reading
- Could school do a poll to see what they would like.

Enrichment opportunities

- FOS have donated fixed amount
- Mrs Bulmer has booked Diwali workshop for 4th Nov Wellbeing day.
- Mrs Bulmer will update FOS on where money has been spent.

FINANCE UPDATE

- Recent events have raised £121 (Cake sale) and £500 (Stilton stumble refreshment stall only)

- Spent £1200 on pantomime and £700 on fake grass for KS1 area
- £15000 currently in account (5k saving, 10k current) shall we transfer more into savings to get interest. Need to keep some for what we said we would spend then can calculate what to transfer and earmark savings account for playground.
- Discussion on approach for slush fun. Lisa could look into transferring money from Arbor direct to FOS account. Current feeling easier to go straight to slush fund but need FOS need to be informed of amount and subsequent spends.
- There are outstanding queries on the figures -Claire to talk to Lisa.
- Alicia suggested we generate a spreadsheet that can be shared with school which we can view in real time. This would allow school to log money generated from events where Arbor has been used and log spends.
- Claire will look at what Liz last sent (Dec)
- Query signatory on account – Sarah/Claire to follow up.

REVIEW OF RECENT FUNDRAISING/EVENTS

Cake sale 27/9

Need more vegan options if possible

Stilton Stumble 13/10

Hot drinks need to specify tea/coffee (i.e. not hot chocolate with all the trimmings) and we need to provide tokens for each runner.

Maybe 'Refreshments Available from 9 am' to be included on the runner info or we need a sign that says that. Felt we were always on the back foot because people arrived so early and were wanting drinks before we were ready.

Committee need to ask us to recruit more volunteer marshalls etc. They rely heavily on previous people that have volunteered, people that used to have kids at school, or just friends of the committee most of whom have not had any contact with school for years. As the event raises money for the school it is important that parents with kids in the school take part but we need more notice if they are short.

We need better signage in general. We need a banner to hang from our gazebo that says who we are for example 'Friends of School - Refreshments' and maybe one that details what we sell that we can use each year – no price to account for changes

Post it notes worked really well
Slow Cookers Worked Really well

We seem to give away a lot of bacon butties need to balance with the incentive to volunteer means you get a free one – cost is 96p. At that cost happy each volunteer gets one.

Agreed cost to provide volunteers with bacon sandwich but need tokens that can be redeemed.
Hot drink voucher for runners given either with race number or cheese.

Xmas artwork – thoughts on process so far

We have had a total of 45 orders placed so far. The total amount ordered is £655.29 which we have set to 25% commission (£163.80 made). We had one missing order (so far) which through contact

with the company was sorted very quickly. Experience so far has been positive, receiving orders and scanning and sending out order forms it was super quick.

We are able to access unique codes if anyone lost - Sarah is sending email out and on to be relayed on class groups WhatsApp/Facebook

There will be an additional £30 scanning fee due to use of paint

Send reminders of closing date – Sarah/Carrie

EVENT PLANNING

Disco – Fri 29th Nov

- Michelle in process of organising

Film night -

- Date change to Wed 11th due to clash with nativity
- Film options: Arthur Xmas, Muppets Xmas Caro, Polar express, Santa Claus, Star – decision to show Arthur Christmas and have the same film for both KS1 and 2 due to logistics.
- Claire forward invitation letter to Vicky to update – agreed to keep same times 3.30-5.30 and £5 cost.
- Claire to buy dvd drives for school.
- Vicky to buy 2 copies of dvd and sort letter for school.
- Alicia will order food and do sweet shopping – need deadline on letter of week before to confirm attendance.
- Food to be cooked in advance – Alicia to do this and bring slow cooker to keep warm

Summer fair - Sat June 14th

- Great inventions could be good option – further discussion at later date

SCHOOL SPENDS

Playground

- Sarah and Mrs Bulmer met with Streetscape £45100 + £18000 to remove what's currently there (landfill tax not hazardous)
- In conversation with 2 more suppliers
- Surface options
 - Rubber base as currently in situ still available
 - Soft pour rubber like in KS1 but this shrinks after about 6 years
 - Fake grass with sponge matting underneath has 15 year guarantee and similar cost to soft pour rubber
- Trying to keep away from anything needs maintaining
- One of the companies under consideration did the work in the KS1 area they have identified broken/missing parts and are sending replacements.
- Companies can provide info on grants that can be applied for to support costs.
- Need to stabilise sub base can be rectified 490m2 £45-50k just for surfacing
- KS2 area now out of bounds due to defects found
- Look into sports premium – this may cover replacement
- Options to reduce costs by removing and disposing of what is there in advance
 - Could we get working party of parents together over a BBQ for example
 - Volunteer option e.g. army
 - Corporate away day
 - Approach local companies with associations to school

- Arrange meeting with school then as FOS to target specifically - Sarah
- Ask Sally about grants now getting quotes can try to move this forward - Alicia
- Try to get info about approach and if any preferred suppliers already on list following work at Burton Joyce – Sarah/Alicia

Lunch clubs, lunch play times – school council to be approached Mrs Bulmer

- Gardening club
- Games for lunchtime or running club e.g. school mile
- FOS provide budget for equipment £500 and come back if need more

Piano tuning

- Concern current piano may require repair and not just tuning, it is no longer used by staff or during assembly
- If it is only being used for private lessons then not applicable for FOS to fund

Signage for events e.g Stilton stumble and advertising banner for school gates

- Agreed need

Other requests from school

- Mrs Bradley would like some additional money on top of current donation to replace equipment– agreed early years will be given budget (see what's sitting in school funds)

FUTURE BRANDING IDEAS

FOS logo design competition

- Alicia to set up competition between Nov and Dec art supplies as a prize

Branding - T-shirts/hoodies/badges/caps to increase visibility

- Lisa said possibility for FOS lanyards to be made
- Aprons possibility

AOB

None

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Approach Lizzie to help with film night	Alicia	
Review theme ideas for summer fair	Sarah T	In progress
Look at possibility to have cricket training at summer fair	Amy	
My school lottery posters/leaflets and readvertising	Amy/Claire/Heather	In progress
ACTIONS from 22nd October	WHO	PROGRESS
Update disco letter	Michelle	
Father Xmas backup	Alicia	
Magazine subscriptions – contact Mrs Simpson	Alicia	
Finance <ul style="list-style-type: none"> - Query figures - Setup collaborative spreadsheet and share with school 	Claire	

<ul style="list-style-type: none"> - Review position when Liz left - Investigate signatory update 		
Xmas artwork <ul style="list-style-type: none"> - Email regarding missing forms - Closing date reminder 	Sarah T/Carrie	
Film night <ul style="list-style-type: none"> - Share last years letter as template, purchase dvd drives - Update letter and arrange distribution with school, purchase 2 copies of film - Shopping and cooking 	Claire Vicky Alicia	
Playground <ul style="list-style-type: none"> - Speak to Mrs Cook - Speak to Sally about grants - Get info about project at Burton Joyce - Arrange a separate meeting to review 	Mrs B/Sarah T Alicia Sarah T/Alicia Sarah T/Michelle	
Lunchtime clubs/equipment speak to school council	Mrs Bulmer	
Signage for events	Sarah T/Alicia/ Claire/Michelle	
Feedback early years support with costs to Mrs Bradley	Mrs Bulmer	
Logo competition	Alicia	
Look into printing for branding	Alicia	

