

FODS Meeting: Minutes  
Monday 19th April 2021, 7pm via Zoom\*

Present: Louise Comley, Joanne Hyslop, Anne-Marie Marshall, Emilie Mercer, Beth Newby,  
Joanna Williams, Ruth Wood

Apologies: Fran Ogden

\*Note: The FODS constitution requires a meeting to be held each term as a minimum. In order to comply with this requirement whilst adhering to the lockdown measures introduced by the government to restrict the spread of COVID-19, the meeting was held via teleconference using Zoom. Notice of the meeting and invitation to attend was communicated in the school newsletter and on the FODS Facebook group.

Anne-Marie (Chair) opened the Meeting.

**1. Welcome**

A warm welcome was given to everyone in attendance.

**2. Review of Recent Events**

None.

**3. Review of Previous Minutes**

Happy's Circus (Ruth Wood)

Handover notes, emails and details have been shared with Joanna Williams and Louise Comley with a meeting held on 14/03/21 to walkthrough and discuss any queries. Anne-Marie Marshall offered support to help Joanna and Louise with the event.

To book a 2022 date, a new admin fee (£150) would be required with the event fee costing £3540 (approximately £200 more than previously). The format of the shows has changed to accommodate smaller audiences (in line with social distancing) with two different 1 hour shows instead to allow flexible seating for 350 people seated per sitting. Weekday shows would take place at 5pm and 7pm respectively.

Ruth confirmed that there is currently good availability for September 2022; it was noted the circus is at Hartford on Saturday 17th September 2022 therefore they may suggest the Friday 16th September 2022 for ease of travelling / set up. This is not expected to cause an issue re. sale of tickets.

**ACTION (Ruth):** Email Happy's Circus to confirm Joanna as the main point of contact going forward.

**ACTION (Joanna):** Book September 2022 date with Happy's Circus (subject to availability).

Casino Night (Anne-Marie Marshall)

Enquiries have been made with Vale Royal Abbey and the casino company with availability for both Saturday 18<sup>th</sup> June 2022 and Saturday 25<sup>th</sup> June 2022 confirmed. All agreed preference for latter date to coincide nearer to the end of term. Anne-Marie confirmed potential to commence publication of the event in Autumn 2021 to tie in with the release of the new James Bond film. Tickets would be £50 per person with a deposit to be taken at point of sale to secure ticket. Capacity for the event is confirmed at 150.

**ACTION (Anne-Marie):** To book preferred date (subject to availability) with Vale Royal Abbey and Casino.

#### Lockdown Memories Book (Anne-Marie Marshall / Joanna Williams / Jo Hyslop)

We discussed at the last meeting the idea of producing a celebratory book of lockdown memories. It was suggested that a class or year approach be taken focussing on happy events using a combination of drawings / poems appropriate to the class years captured in school with the support of the teachers. Following re-discussion it was felt that the children and their families are keen to move on from lockdown and look forward to the future and happier times. Whilst a lovely idea, it was agreed that the book is no longer needed.

#### Secretary Role

After 6 years in role, Ruth confirmed her intention to step down as Secretary after the September 2021 AGM. A handover document has been prepared in readiness. The minimum requirements would be secretariat duties (meetings, minutes etc.) and administrative duties (external fundraising companies; Charity Commission etc.). The role is one of 4 elected roles that are required to be filled as per our constitution.

**ACTION (Ruth):** Send Jo an article for the newsletter to encourage volunteers in advance of AGM.

#### **4. Upcoming Events**

##### Fashion Show (07/05/21)

Due to current restrictions, the Fashion Show originally rescheduled for 07/05/21 has now been re-arranged to Friday 15th October 2021. Thank you to Sarah Potts for organising this.

##### Year 6 Leavers Party

The Year 6 Leavers party is usually organised by year 6 parents. Jo confirmed that a parent has stepped forward and reconfirmed with the committee the funding available and past expenditure. Past events have included use of caterers (approx. £3 / head) , hire of hall (e.g. Moulton Royal Legion ~£60), and entertainer (approx. £90).

**ACTION (Louise):** To confirm to Jo previous allowance provided by FODS for Y6 Leavers Party.

**ACTION (Ruth):** To share details of previous contacts used.

##### Summer Fun Fest

We agreed at the last meeting to hold a Summer Fun Fest building on the format successfully used for the Christmas fair. This would provide a fun end of year event for the children to enjoy and also provide an opportunity to raise funds to purchase lockers for Years 1&2.

Joanna confirmed that a number of activities have been suggested including Tin Can Alley, Kerplunk, Bucket Games, Scavenger Hunt, Goals in the Net, Rocket Launcher, sports games etc. along with craft activities.

Jo confirmed that the afternoon should be free with a charge for after-school activities only. The large screen could be used to give a "drive-in" movie night feel to it with ice cream (Fredericks) and candy floss for refreshments (included in ticket price).

All agreed that the activities should be planned based on whole class bubbles only (i.e. contained) in case lockdown restrictions remain in place nearer the time. The Summer Fun Fest would take place over two afternoons – Thursday 1st July (Infants) and Friday 2nd July (Juniors).

Ruth confirmed that raffle prizes have been sourced including beauty bundles and days out family tickets with the main cash prize of £100 agreed by the committee to come out of the funds raised. Two books of raffle tickets will be sent out per family with the raffle drawn on Friday 2nd July.

**ACTION (Joanna):** Produce initial draft of flyers with activities for agreement by school / committee.

**ACTION (Ruth):** Organise raffle tickets (3000 required).

## 5. Finance Update

Louise confirmed the accounts as follows:

Main Account: £2306.50

Ball Account: £0.10

School Council: £15.48

The change in funds includes expenses paid and funds raised via easyfundraising (£31.35).

## 6. Funding Requests / Wish Lists

Funding requests (as agreed at the last meeting) are to focus on providing lockers for the remaining year groups (Year 1 & 2) which school have now ordered. Jo confirmed that the children really love them and were excited to see them today. It was also noted that they provide a safer environment from a fire risk perspective. Thanks given for all those purchased to date.

## 7. AOB

### Davenham Royal British Legion Launch Event (Ruth Wood)

Dan Pender has been in touch regarding a launch event at Davenham Royal British Legion on Saturday 26 June 2021. Numbers are limited but Dan is keen to invite a couple of committee members from FODS.

**Action (Ruth):** Confirm to Dan that Jo Hyslop and Anne-Marie Marshall will attend (subject to commitments nearer the time).

## 8. Date of Next Meeting

Next Meeting: 7pm, Monday 14 June 2021 via Zoom (subject to lockdown restrictions).