

FODS Meeting: Minutes
Monday 5th October 2020, 7pm via Zoom*

Present: Alice Atherton, Louise Comley, Joanne Hyslop, Anne-Marie Marshall, Beth Newby,
Danielle Still, 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 (Chairperson) opened the Meeting.

1. Welcome

Anne-Marie welcomed everyone and thanked them for their attendance.

2. Review of Recent Events

There have been no events held this term to date.

3. Review of Previous Minutes

Smarties – Children in Need (Ruth Wood)

Smarties have been purchased and now with school for distribution before half term. Donations to support Children in Need to be returned in the empty tubes once the children have enjoyed the sweets after half term. All funds (minus cost of Smarties) raised will be donated to Children in Need.

Action (Jo): Send details to Joanna Williams for an illustration to be sent out on the last day of half term regarding the Smarties fundraising.

Meet New Parents (Joanne Hyslop)

Thank you to Joanna Williams for her help with the design of the invitation. This has been sent out to all New Parents and provides a chance for them to get to know others in their year group as well as learn more about FODS. Anne-Marie Marshall, Joanna and Louise Comley to attend the meeting scheduled for Friday 9th October @ 9:30am.

ACTION (Joanna): To send graphic and upload to Reception and Year 2 pages and Ruth to put on FODS Facebook page too.

4. Upcoming Events

Christmas (Alice Atherton and Beth Newby)

The Christmas sub-committee met last week to discuss a Christmas themed afternoon tailored to the year groups. Materials for the activities would be provided but would require the teachers to run through it with the children; this could then tie in with the children's Christmas party too (e.g. Friday afternoon). The activities would remain in keeping with the Christmas theme with items discussed including decorating gingerbread, guess the sweets in a jar, guess the teddy, Christmas bingo etc. A

donation of £4 would be suggested for the afternoon with suggested date of Friday 11th December proposed.

A Christmas film night would also be held at a suggested cost of £6 which would include refreshments. Due to licence restrictions, every class would have to have their own film but Jo suggested a list could be provided that could be potentially voted on by each class. For Years 5 & 6 it was suggested they would perhaps have a zoom inter-class quiz instead.

Action (Alice / Beth): Confirm logistics with Jo.

Alice confirmed that a Christmas raffle will take place with a first prize of a Eurocamp holiday already secured. It was agreed that the number of prizes would be limited this year to approximately 10 prizes and the draw would take place on Friday 11th December. Prizes would be sent home with children or parents contacted.

Action (Ruth): Renew lottery licence and advise date for ticket printing.

A number of other Christmas related activities were discussed as follows:

- Christmas Cards – Beth suggested Xmas for School company who sell packs of 8 for £4; other items also available such as mugs. It's been over 5 years since we originally did this fundraiser where children created artwork that was then used to create cards etc. All agreed it would be a lovely thing to do.
Action (Beth): Review online order and payment options and timescales.
- Santa's Shopping Spree – Beth suggested a Christmas shop of pre-wrapped gifts for children to buy for their loved ones. There would be up to 3 choices of gifts for females, males and pets with a cost of £3 each. This would replace the Christmas crafts that the children traditionally do.
Action (Beth): Investigate costs and present options.
- Postcard from Santa – Joanna proposed that every child received a postcard (cost minimal) which they could then complete with their name, wish list etc. They would then post the postcard to Santa in the school Christmas postbox along with a £1 donation. Danielle suggested that for the children who returned the card, they would then be invited to a zoom meeting with Father Christmas and he would read them a Christmas story.
Action (Joanna): Design postcard and confirm costings.
- Santa's Lost his Button / Rudolph's Bell – Joanna suggested a jar filled with buttons that has Santa's button (cost approximately £1) hidden or Rudolph's bell. Each child would pay a small amount to have a rummage around to see if they can find it. All agreed that this would be a lovely thing to do in the future.
- Christmas Story Competition - Joanna suggested a competition between the classes to write a Christmas story with the winner receiving a nice A4 printed version of their poem which could be framed. Louise Comley suggested that this could be lovely for another time of the year with Jo suggested Mothering Sunday.
- Christmas Quiz - Anne-Marie suggested a virtual Christmas Quiz for parents with a mini prosecco / mince pie delivered to all attendees. All agreed that it would be nice to do something for the parents too and maybe as a fun event rather than fundraiser. We need to keep in view that the annual quiz we traditionally hold in February may also need to be held virtually.
Action (Anne-Marie): To investigate options and logistics of how such an event could be managed virtually.

5. Finance Update

The following information was provided by Louise Comley:

Main Account = £2933.64
School Council = £15.48
Ball Account = £0.10

6. Funding Requests / Wish Lists

Whilst we're not doing big events then Jo suggested that the funding requests would be better focused on smaller things for now rather than renovation of the wild area. The lockers currently in place for Year 6 (Miss Sutton) and Year 5/6 (Mrs Manfredi) classes have made a real difference and the children enjoy using them. Jo suggested that for now the funding request would be for FODS to help contribute to the cost of lockers for all other years over time. The approximate cost for two lockers is £75. All agreed this would be lovely particularly in the current environment and would be a very visual reminder of what FODS fundraising has helped to support.

Action (Jo): To provide cost estimate for another 30 lockers for Year 5 (Mrs Pauline) class.

7. AOB

FODS Constitution (Joanne Hyslop)

The process to change the constitution is thorough to ensure the views of all members are considered. Any proposed amendment would require circulation in advance of an Extraordinary General Meeting (EGM) being held to approve / reject with a minimum 21 days notice provided. It is not possible to amend the constitution outside of an AGM or EGM. Any proposed changes should not impact the charity status of FODS and the Charities Commission would also require informing and the public entry updating.

The FODS constitution was discussed and consideration given as to whether the wording required changing or updating in the context of the broader implications regarding staff wellbeing which then benefits the children; staffroom improvements discussed as an example. Ruth confirmed that the current constitution broadly aligns with the Parentkind / PTA UK constitution albeit lighter touch and that similar requests have been discussed on PTA sites. The general consensus from PTA sites viewed was that maintenance would be the remit of school / local council whilst wellbeing items (e.g. staff wellbeing training) would be more suited to benefitting the children they teach. In all our events we should be clear what the funding is for to ensure funds and aims are transparent. Agreed for now that the constitution remains unchanged but each request should continue to be reviewed on its own merit. If we felt the request didn't fit in with our constitution then we would advise school to fund it and then find an alternative appropriate item that we could contribute to instead (e.g. classroom improvements).

ACTION (Ruth): Update trustee information on Charities Commission website.

Year 6 Leavers Book (Ruth Wood)

The Year 6 Leavers book is a lovely keepsake of their time at school and is organised by a Year 6 parent with the support of the Year 6 teachers. The company that we use to produce the Year 6 leavers book has been in touch with Vicky Sutton to find out who will be organising the book for our

current Year 6. Early planning can help to stagger some of the activities required. Ruth Wood happy to help pass on planning from last year.

ACTION (Ruth): Send request for a volunteer to Jo for inclusion in newsletter.

Refreshments (Ruth Wood)

Sophie Killey has confirmed that she is happy to continue co-sharing the refreshments responsibility around her work commitments but may struggle if anything is required during the day. Nikki Thomas has confirmed that she is unable to commit to doing the refreshments as originally hoped due to family commitments. Responsibilities for the refreshments team include purchasing stock, pricing and serving food and drink including having the required food safety hygiene certificate. Fran Ogden has kindly offered general help to FODS once events recommence too.

Action (All): Ask wider year group friends if anyone would be interested in supporting this.

Tea Towels (Joanne Hyslop)

Nicola Williams will be organising the tea-towels again this year for Reception and Year 6. To minimise the amount of paperwork and cash / cheques being sent into school, alternative options were discussed including the use of online transfers to FODS and the use of ParentPay. Discussed how we could keep track of specific orders if simply transferred funds to FODS. Concluded that order forms and cash / cheques would be fine for now and managed in line with COVID guidelines.

Action (Jo): To advise Nicola of outcome and how it can be managed.

School Lottery (Alice Atherton)

Alice suggested taking part in a school lottery where school would receive 40p from every £1. Anne-Marie confirmed that there are different companies that do this, some with a guaranteed weekly jackpot. As a church school however Jo confirmed that it would be difficult to run if the money parents paid could then potentially benefit other schools. We have previously run a 100 club however numbers dwindled to the end; this could be restarted if there was enough interest. From a timing perspective, with a lot planned for Christmas, it was felt that this should be reviewed next year instead.

FODS Cookbook

Anne-Marie raised the idea of producing a cookbook with indicative costs of £1.70 per book for approximately 120 recipes. Jo and Ruth confirmed that a FODS Cookbook had been produced 4-5 years ago with limited success and a lot of effort however now would be a good time to re-try this with lockdown recipes included. Joanne offered her assistance with design.

Action (Anne-Marie / Joanna): To investigate costs and logistics for post lockdown / spring idea.

8. Date of Next Meeting

Next Meeting: 7pm, Monday 9th November 2020 via Zoom.