

## Minutes

### Friends of Longstone School

### Meeting 21<sup>st</sup> September 2017

**Present** – Jenna Jackson, Emily Swindell, Milly Holdsworth, Gemma Harvey, Jo Mizon, Georgie Swift, Julie Cox .

**Apologies** – Jane Stirland, Mark Taylor. Kerry Darlow, Sandy Akenhead.

#### **Action Points –**

**Milly – Do Newsletter**

**Milly – Type Christmas Bazaar donations request letter to go out after half term**

**Milly – Speak to Jane Stirland regarding the Table Top Sale**

**Gemma – Think about parents who may be willing to be FOLS class reps.**

**Milly – To speak to Libby K-S about what was involved in previous popular events.**

**Kerry – Claim Gift Aid**

**Jenna – Look at September 2018 dates for Bat Walk**

Jenna Jackson opened the meeting and the previous minutes from 15<sup>th</sup> June 2017 were read and the attendees were updated on any matters arising from them which were;

**Summer Sizzle** – We have received some feedback to say that although the event was well received and enjoyed, the bouncy castle needed more staff to watch the children that were using it. Jenna said that at future events such as this we would ensure that a member of the FOLS committee would not be given a specific job but instead move around the event to ensure things such as this are noticed and corrected.

**Village Fete** – This was a nice event for FOLS to be a part of and although it doesn't raise large amounts of money for the charity, we would be happy to continue supporting it and having our games, smoothie and cupcake stalls next year.

Georgie asked Gemma if she would prefer for it to move back to the Vicarage. Gemma said she was happy for it to be held anywhere but it had recently reverted back to being held in the school grounds because it was felt by the organising committee 2 years ago that these were a good, central and accessible location for all. This year the organisers of the event, Doing it for Longstone, had some last minute let downs as well as personal matters which meant that there was a lesser variety of stalls than the previous year. Gemma thanks FOLS for their contribution to the event as she felt it added some much needed variety for attendees.

**Pre-School Nearly New Sale** – Following their meeting, Pre-School have confirmed to Kerry that they will not be holding a Nearly New Sale this year and are happy for FOLS to organise one, at which they would have a table.

**Gardening Club** – This is now underway and started at the end of the 2016/2017 school year. Mrs Unwin is taking one class at a time. Gemma confirmed that Mrs Unwin will put her request for payment into school. School will pay her and then be reimbursed by FOLS.

Bulb planting for the whole school will take place at 3pm on Tuesday 26<sup>th</sup> September.

**Other** – Emily told Gemma about the Waitrose token collection that is taking place throughout September. As this was finalised during the summer holidays Gemma had been unaware of it. She will send a notification to parents to make sure they are aware of the scheme.

Jenna raised the fact that at the upcoming AGM in November both Kerry Darlow and Milly Holdsworth are due the step down from their committee positions of Treasurer and Secretary respectively.

We have received confirmation from the Crispin Inn that this year's Crispin Annual Charity Walk will be raising funds towards the school library refurbishment that Mrs Mizon approached FOLS about during our last meeting.

The minutes were signed off.

## **Agenda points –**

### **1. Treasurer's Update**

Kerry had provided Jenna with a copy of the accounts to date and Jenna went through them.

Profit from recent events:

Summer Sizzle £1,192

Sports Day £105

Village Fete £241

Morrisons Bag Packing £458

Leaf 4 Life £75

Kerry had also provided information on the current fundraising and fund matching that we have achieved throughout the summer.

Grants/Funding:

£200 Judith Twigg

£1000 DCC

£1500 Ralph Ryder

£800 Thomson Reuters

Including all of the above, current cash across both of FOLS bank accounts and in hand is £11,900.

There are still some smaller amounts to come in and a claim for Gift Aid will soon be made. These will be reported upon at the next meeting.

Emily confirmed that she had heard back from Morrisons following our bag packing event and they are happy to continue to support FOLS with donations to raffles etc and future fund raising days on site.

The new leaves are up on the Leaf4Life tree and an updated photo of this will be put on the upcoming newsletter.

### **2. Outdoor Equipment update**

Jenna updated the attendees on what fund raising had taken place throughout the summer which can be found in the Treasurer's Report above.

Emily suggested that the year 6 children could write a letter of thanks to the donors even before the climbing frame goes up as this is still in the early stages. The idea was well received. It was also suggested that perhaps donors could be invited to an opening event where we would also invite the Derbyshire Times.

Emily handed out information on the various equipment providers that she, Jenna and Gemma have met with in recent weeks. Most of them also had costings although we are still awaiting the costings for one of them.

The attendees went through the options individually and compared different elements of them. The group talked about what possible flooring could be used around the structure and where it could be sited. A potential place would be where the painted chess board is currently on the playground. The flooring can be placed on top of existing tarmac or dug into the tarmac so that it sits flush and this was felt to be a better option so as not to create a trip hazard and to ensure safety.

Gemma informed the attendees that Health and Safety considerations must be assessed before the installation including guarantees offered by equipment providers. It was agreed that safety is of paramount importance in moving this project forward.

Emily and Jenna also spoke to the group about the possible ground fixtures for the structure and the guarantees offered by each equipment provider.

Georgie asked about the numbers and ages of children that would be able to use it and if there were restrictions and limits. Gemma said that school were familiar with introducing new equipment as often when something is new, all of the children wish to use it at once. School would manage this as part of their daily risk assessments carried out on all of the equipment and would consider adequate supervision arrangements to prevent overcrowding and a large contrast in age groups as each age group may be able to use the equipment in different ways.

Gemma added that although it would be properly staffed and supervised it was inevitable that there would be some accidents arising from its use, as there would be with any equipment from trikes to the tyre park.

Gemma said that she didn't think that parents are largely aware of the fact that every area of school is risk assessed as part of the schools health and safety procedures

Georgie asked about what would happen to the equipment following the end of the guarantee (usually around 10yrs). Gemma said that all school play equipment is generally checked on a daily basis but that further more thorough inspections are carried out regularly by the caretaker, head teacher and the chair of the safeguarding and premises committee (Governor) and any remedial action taken.

Gemma asked the parent attendees what they thought of the proposed overall cost of around £16,000. The response was that it does appear high however it was accepted that this is largely due to the installation costs and for peace of mind over guarantees of safety.

Attendees were asked if they were aware of any negative comments from parents. Georgie responded and asked what else the school could really need. Gemma said large screen TV's for the class rooms as the interactive whiteboards are becoming older and less effective. Emily pointed out that as the fundraising from external sources has been donated for the outdoor climbing equipment, it couldn't be used for anything else. Julie said that someone in the village had asked about whether it could be placed on the village playing field. Milly pointed out that FOLS wouldn't be responsible for raising funds for that. It was also discussed that if sited on the playing field then there would be no supervision or regular maintenance checks as there would be if sited on school property.

It was agreed that the equipment would need to be challenging enough to all ages of children from 4 to 11.

Once the attendees had looked through and discussed all of the options. Everyone's preference was a structure from Proludic that offers a variety play and climbing possibilities to all ages.

Georgie mentioned giving parents the ability to vote on the designs. Gemma said that rather than asking parents to vote, asking for their comments and opinions on the shortlisted structures may be a better option

as this would give us more detailed information from parents. Following a review of all of these comments and opinions the final decision would be made at a FOLS meeting which any interested parties are welcome to attend

It was agreed that once we have decided on a provider then FOLS will review and finalise the safety information from them.

Milly suggested having a committee meeting solely for discussing the climbing equipment and this was agreed upon although no date was set at this stage as we are still at quite an early stage in this process.

### **3. Finalise details for upcoming events; Bat walk, Beetle Drive, Christmas Bazaar**

**Bat Walk** - Jenna has been in touch with the Derby Bat Conservation Group who have said that they could come to do a bat walk with parents and children of the school on 6<sup>th</sup> October. The maximum number of people they are able to take is 30 and as the event was very popular previously it was felt that this would be an issue.

The alternative would be to hold the bat walk in May although due to the nights getting lighter at that time of year, the walk wouldn't start until around 8.30pm which would be too late for younger children to take part. Jenna will speak to the Derby Bat Conservation Group and look to arrange the evening for mid September 2018. It is hoped that we will be able to use the Ashford Institute as a starting point as parking is easier for attending families.

**Beetle Drive** – This has been arranged for Wednesday 18<sup>th</sup> October from 3.45pm to 5pm and will be held in Rowling class/dinner hall. FOLS will serve tea, coffee, juice and biscuits to families. Milly and Emily are also happy to bake some bug themed buns for the children.

Gemma and Mrs Mizon will sort the actual games sheets to make sure that they are age appropriate for the KS1 abilities.

**Christmas Bazaar** – The date for the Christmas Bazaar has been set for Friday 8<sup>th</sup> December from 3.30pm to 5pm. Helpers will be required to set up from 1pm on the day.

Letter will go to parents for requests for donations in the first week back following October half term.

### **4. Items for Newsletter**

This wasn't discussed and Milly will approach committee members separately to discuss items to go on the Newsletter.

### **5. Re-instating class reps to be discussed**

Emily suggested putting photos on the FOLS page of the website and also on the school FOLS board so that new and existing parents would know who the FOLS committee members and representatives are.

Gemma said that she would have a think about parents who may potentially be willing to be a FOLS Class Representative.

Georgie agreed to be a Class Rep and Jo Mizon also said that we should make use of her in Donaldson Class as she is happy to approach parents about FOLS events etc.

### **6. Cake Sale dates to be set**

Emily asked Milly to make sure that it is clear on the Newsletter that the cake sale proceeds go towards the School Council and not to FOLS although FOLS generally organise staffing the sales.

Cake day dates are:

13<sup>th</sup> October – Rowling

17<sup>th</sup> November – Tolkien

26<sup>th</sup> January – Morpurgo

9<sup>th</sup> March – Dahl

27<sup>th</sup> April – Donaldson

25<sup>th</sup> May – Pre-School

28<sup>th</sup> June – Sports Day

22<sup>nd</sup> June – Rowling

**7. Thank you letters from Yr6 children for Outdoor Equipment fund to be discussed and arranged**

This was briefly discussed earlier on in the meeting and will be re-visited again at a later meeting.

**8. New Committee members to be discussed in preparation of the AGM**

Jenna offered to do a job description for the available roles of Treasurer and Secretary. A FOLS representative will need to speak to parents at a family assembly and make them aware that if the positions are not filled, FOLS will not be able to continue. Many parents may be unaware of just how much FOLS is able to provide both the social aspect of the school and also the equipment and experiences that are provided. It would not be possible to replace these aspects from the school budget.

**9. School Wish List to be discussed**

Jo Mizon approached FOLS regarding funding for some shelving and storage for Donaldson class. The costs is almost £199. As FOLS have previously agreed to pay £85 for shelving in Donaldson class which is included in the cost the attendees took a vote on it and agreed that FOLS could pay the full £199.

Mrs Unwin has asked if FOLS could purchase some gardening gloves for the gardening club. The Committee agreed to pay for them on the assumption that they would be around £1.99 per pair and around 10 pairs would be needed.

**10. Any other fundraising ideas**

The fashion show idea that was discussed at a previous meeting was again and the attendees agreed that before a decision could be made we needed to know more about what kind of an event it would be. Gemma offered to speak to Mrs Dilks about it for more detail. An alternative Boden night was also mentioned and this will be discussed again in the new year.

The Table Top Sale that was discussed at a previous meeting is going ahead in the school hall and the date has been set for Saturday 25<sup>th</sup> November 10am -12noon.

It had previously been discussed that the event could be held in Bakewell if we hired one of the community rooms. As the only money FOLS will be getting is from the hire of the tables, it was felt that hiring the room would be an unnecessary cost and in this first year it will be held in the school hall.

Milly will speak to Jane Stirland and ask if she is still happy to oversee the event and organisation.

It was discussed and agreed that there would be a £10 charge for sellers and that FOLS will also be selling tea, coffee and cake. Emily also said that a raffle would be a good idea.

Georgie has previously been involved in the Pre-School Nearly New sale and is happy to pass on any information she has regarding posters etc.

Ferret racing alongside a pie and pea night was again mentioned as this has previously raised around £4,000. The cost would be £250 for the event plus food etc and we will look to do it during Spring 2018. Milly will contact Libby Kifton Smith to ask about the previous event.

#### **11. Any other business.**

Claire Goddard and Hayley Corbridge have set up a Longstone School Equestrian team and approached school regarding funding for 2 hoodies at £30 each and registration fees of £20. This money isn't available from the school budget and so they have approached FOLS and requested the £80.

The committee agreed that they would be happy to pay the registration fee of £20 but would like to know more details about the cost of the hoodies as this cost seemed high in comparison to a school hoodie. This may be decided on before the next meeting but it will be reported on again at that time.

**The date for the AGM was previously set at Thursday 16<sup>th</sup> November 2017 7pm at The Crispin.**