



**Friends of School**  
**Milborne St Andrew First School**  
**Minutes of committee meeting - 21<sup>st</sup> September 2020**  
**Virtual Meeting on Zoom**

**Present**

Marie Chappell (MC)  
 Natalie Dennis (ND)  
 Kate O’Kelly (KO)  
 Bill Britton (BB)  
 Leanne Brown (LB)

Dione Andrews (DA)  
 Sarah Moody (SM)

**Apologies**

Clare Pavey  
 Jenny Diffey  
 Kate Quinney  
 Fran Porter

<b>Agenda Item</b>	<b>Details</b>	<b>Action For</b>
1.	<b>Apologies</b> Received and noted above.	
2.	<b>Minutes of last meeting</b> Approved.	
3.	<b>Matters arising</b> None.	
4.	<b>Treasurers Report</b> Currently in account: £1235.89 Income from Lottery £69.00 Easy Fundraising £15.00 Amazon Smile £9.00 Nothing yet received from the clothing bank which was emptied in July. MC to email the company  Signatories for the bank account to be Bill Britton, Natalie Dennis, Marie Chappell and Clare Pavey. BB to get this organised for the AGM.	BB     MC  BB
5.	<b>Play Equipment</b> It has been suggested that we put a commemorative plaque on the new play equipment to honor the local charities that donated money towards it. ND to look at costings with local companies.	ND
6.	<b>School Lottery Update</b> £200.00 net so far. Need to push ticket sales. Once we achieve 50 ticket sales, the income increases to the full 40%. So far we have 22 participants with 38 tickets sold. Need to keep advertising this on a regular basis.	ND
7.	<b>The FoS Shed</b> MC contacted 12 local companies asking for donations. Only 1 reply, but nothing offered. There has been an offer from a colleague of a metal shed to be donated. Measures 12x10. This would need a concrete base or slabs laid. MC to follow up with colleague to accept offer. It would need collecting from Weymouth and would need a lock fitting.	MC

	The current shed is dry inside. Plan to patch up and make do until we can receive the metal shed.	
8.	<p><b>New School Year Newsletter</b></p> <p>Introduction to new parents, a general round up of recent events and plans for this term. ND happy to write this and use the layout from the last one. KO to write a bit about the plans for Christmas and send on to ND. Also, to include the different ways we are fundraising – Amazon Smile, Easy fundraising, the school lottery, clothing bank. ND asks that any other ideas to be sent to her ASAP.</p>	ND/KO
9.	<p><b>Reporter</b></p> <p>To use the information from the newsletter to make it easier. Use it to push our various fundraising. It has been suggested that we do this quarterly. Needs submitting by 14<sup>th</sup> of the month before it is published.</p>	ND
10.	<p><b>Class Donations/Grants</b></p> <p>MC has looked into local companies that offer grants for schools. Due to COVID, a lot of grant applications have been withdrawn but ASDA Foundation &amp; The Woodland Trust are currently open for applications – MC will ask SH if this is something they'd like FoS to pursue. MC has found no grants for funding towards sensory equipment. MC has spoken to SH about class donations. Again, due to COVID, SH is not expecting a large amount due to lack of fundraising.</p>	MC
11.	<p><b>Pre-loved Uniform Sale</b></p> <p>Thanks to ND who has made £52.00 over the summer holidays selling these items. ND is happy to commit to doing this online on a termly basis and will check that the school are happy for FoS to site a wheelie bin for donations from parents next to current clothing donation bin. It has been suggested that we could do a tabletop sale in the playground in the summer term, hopefully once the Covid risk has reduced. It was also suggested that we include other items i.e. wellies, waterproofs, school shoes.</p>	ND/MC
12.	<p><b>Halloween Fundraising</b></p> <p>MC has organised a Halloween trail to follow around the village in the half term holidays, following current Covid restrictions. Maps to be printed and sold for £2 each. There will be letters placed in windows around the village that will spell out a spooky saying. Maps could be sold at school drop off and pick up. MC to email Sharon Hunt about this. Could take some to Ladybirds to sell. Printing will cost £15 for 100. Maps to be handed in with completed saying and will then be entered into a prize draw with 3 prizes available Prizes possibly to be hampers. We will need to collect donations for these hampers. It was suggested that we ask SH if we could hold a mufti day or Halloween fancy dress on the last day of term and children to pay a pound to come in dressed up.</p>	MC/LB
13.	<p><b>Christmas</b></p> <p>a. <b>Cards/Tea towels</b> – two companies: Cauliflower or AFPS. KO to organise this. Due to Covid restrictions and FoS not allowed into school to do the card designs with the children, parents will need to do a design at home with their child/ren and send back into school. KO to</p>	KO

	<p>arrange and to make a instruction video to be posted on the FoS/school face book pages.          KO to ask Jo Ball about the tea towels that have been made in previous years. These normally sell well.</p> <p>b. <b>Performances</b> – Only 1 planned. Parents unlikely to be invited into school to watch this due to Covid restrictions. Therefore, sadly we will not be able to raise funds from filming/selling DVDs this year or selling refreshments.</p> <p>c. <b>Lunch</b> – This is unlikely to be able to take place due to Covid restrictions. ND/MC to find out from SH. KO suggested oragnising another way of giving something to the community from the children i.e. send out Christmas cards to the local community members that have supported the school this year. Also, the carol singing could be done in groups of 6. This can be discussed at the next meeting when we'll have a better idea of what the Covid restrictions are likely to be around Christmas.</p> <p>d. <b>Elf/snowman trail</b> - ? to do similar to the Halloween trail, if it is successful.</p> <p>e. <b>Other Christmas ideas</b> – Presents for the children. MC to ask CP and JD who have done this in the past. Santa unlikely to be allowed into school. It has been suggested that we try to get a prerecorded video message organised.</p> <p><b>Rotary club ticket sales</b> – Unsure if these will be sold this year. LB to contact the organisers to find out.</p> <p>It has been suggested that we could organise our own Christmas draw, but it was felt that this would be a lot to do and it would be difficult to get prizes donated. Further suggestion that maybe we try to organise something like this in the spring term.</p>	<p>ND/MC</p> <p>MC</p> <p>LB</p>
14.	<p><b>2021 Fundraising</b></p> <ul style="list-style-type: none"> <li>• Unsure if Milton Abbas street fair will be running next summer. We normally help out at this. (Please note we found out the following day after this meeting that the street fair will not be taking place.)</li> <li>• It is the school's 20<sup>th</sup> anniversary of being at the Hopsfield site next year.</li> <li>• ND suggested a Spring themed fair (mid-March?). FoS can invite local businesses to set up stalls for a pitch fee and charge for tickets. The school children can create items to be sold – painted plant-pots, Mothers' Day gifts etc It could be held outside on the school field, the Pavilion, the village green or wholly online (whatever is deemed responsible/legal at the time).</li> <li>• The village's May Fair is due to be held next year.</li> </ul> <p>All the above are dependent on Covid restrictions.</p>	
15.	<p><b>FoS Secretary Position</b></p> <p>LB is stepping down as FoS secretary due to work commitments. We are asking for a volunteer to take over. LB to put a 'job description' on the school FB page and out to the local community. Please let friends and family know as this position does not have to be held by a parent of a school child. It is open to any willing volunteer who has an interest in fundraising for the local first school. Co-chairs &amp; vice chair will share this responsibility in the meantime. KO will minute next meeting.</p>	LB

16.	<p><b>AGM</b>  Due this November but can be delayed. Must be held within 15months of the last AGM. It has been suggested that we arrange this to coincide with first meeting of the New Year. 3 weeks' notice needs to be given to the local community of the AGM. Date to be set at the next FoS meeting.</p>	
17.	<p><b>A.O.B</b></p> <ul style="list-style-type: none"> <li>• A huge thank you to MC for the lovely leavers gift bags. The old year 4s were really pleased with them. Also, for the fantastic year books, which all the children loved. They are fantastic quality and will be treasured by the children.</li> <li>• The change jar challenge – to be handed in by Fri 25/9/20. MC will photograph all the jars and is happy to take the coins to the bank to use their counting machine. Money to be transferred to FoS account. A reminder to be sent out on Face Book and to ask school to send out a message to parents.</li> <li>• MC has purchased a contactless card reader to be used when payments required. This has a 1.69% transaction charge.</li> <li>• MC has set up a FoS PayPal account which is free of charge.</li> <li>• MC has asked that committee members try to 'like' and 'share' all FoS messages on Face Book and Twitter to encourage as many views as possible from the local community, not just school parents. It also lets the author know the item has been seen on the page.</li> </ul>	MC/LB
18.	<p><b>Date of Next Meeting</b>  We tried to arrange a daytime meeting to encourage other parents to join the meeting but a mutually suitable date for the present committee members could not be found. Therefore, the next meeting will be another evening, virtual meeting on zoom.</p> <p><b>Tuesday 3/11/20 at 8pm</b></p>	