

**Saxton Primary School  
FOSS Minutes  
23<sup>rd</sup> March 2022**

Present: Alice Connell 'AC' (Chair), Rick Weights 'RW', Eileen Watson 'EW' (Deputy Chair), Julie Charge 'JC' (Treasurer), Lucy Verlander 'LV' (Secretariat), Gemma Bosomworth 'GB', Sam O'Neill 'SO'

Apologies: Teresa Forshaw 'TF', Katherine Firmin 'KF', Joann Blades 'JB', Rebecca Venables 'RB'

<p><b>List of Trustees</b></p>	<p>Clare Barrowman – removal from list of trustees as she is no longer a FOSS member. <b>(ACTION UPDATE):</b> JC has now removed her from the list, leaving us with 4 trustees (Eileen Katherine, Alice and Joann Blades). A replacement trustee has not yet been appointed.</p>
<p><b>Bank Signatories</b></p>	<p>Currently looking at an online banking facility to make the whole banking process easier. For many years now we have had a charities account with HSBC. However recent changes in light of COVID (e.g. no Saturday opening times) restricts our ability to facilitate easy banking transactions. HSBC also now enforce bank charges (circa £7/£8 per month) and we don't get any interest on the money that's currently in our account. Co-op bank has been identified as a suitable alternative (in part due to its ethical banking but also because it doesn't charge and offers online banking options). There is also the potential of asking Co-op for funds as they do support various charities. The process to transfer this over from HSBC to the Co-op has started. Forms need to be issued to each of the trustees to get this set up. <b>(ACTION):</b> At our next FOSS meet (which we will make a f2f) we will collectively sign the paperwork for this.</p>
<p><b>Financials update</b></p> <p>Since our last FOSS meeting we have done the following activities:</p> <p><b>Crazy hair – £25.64</b> <b>Valentine bun sale – £53.03</b> <b>Cooked breakfast - £104</b></p> <p>FOSS now has a closing balance of £3,590.54</p> <p><b>Grimston Gallop funds:</b></p> <p>We ringfenced the funds from the Grimston Gallop (£477.98) and with the purchase of the bike rack, this now takes these ringfenced funds to a balance of <b>£282.36</b></p>	<p><b>Cooked Breakfast:</b></p> <p>Highly successful event, generating a good income. Would be worth doing this again at some later point in the year. It was very well organised and the pre orders that parents made via the 2 WhatsApp Groups really helped in terms of ordering food (minimum wastage) and facilitated the smooth running of the event.</p> <p><b>(ACTION):</b> It was agreed that the WhatsApp groups really help as a mechanism for keeping parents up to date with FOSS activities (+ other reminders) and we discussed whether we could extend this to other classes. We currently have a WhatsApp group for Willow and an 'all parents' WhatsApp group but it may be worth looking into setting up a WhatsApp group for Sycamore/Maple classes too (LV to set up).</p>

<p>The remaining ring-fenced funds will be spent on sporting equipment.</p>	
<p><b>School Wish List</b></p>	<p>As before, long term the plan is to continue to raise funds towards a new canopy/shelter outside the front of Willow. It is used as a learning resource, but in inclement weather is not possible to use. The anticipated cost for this project will be circa 10k.</p> <p>The planning application has been submitted and we are awaiting a response. If planning permission is granted, the next step is to obtain consent from the church.</p> <p>As previously agreed, FOSS are keeping aside £1k of funds each year towards this long-term project.</p> <p>With the move to Co-op bank FOSS will also look to see if we can secure any funding from them as they are known to be supporters of local charities in our area.</p> <p>Recent items that FOSS bought with the funds raised so far, are:</p> <ul style="list-style-type: none"> <li>● Large den making pegs</li> <li>● Pond dipping equipment</li> <li>● TTS outdoor stands</li> <li>● Wooden hollow blocks for building</li> </ul> <p><b>(ACTION):</b></p> <ul style="list-style-type: none"> <li>● RW advised that KS2 children would really benefit from a set of Atlas books. RW to send a link to JC to purchase.</li> <li>● To better serve the schools needs in relation to small value items, an Amazon wish list will be set up by school.</li> </ul> <p><b>Leavers Hoodies:</b> An order will need to be placed for these. Details will be needed from school. <b>(ACTION):</b> RW to advise on details and JC to place the order.</p>
<p><b>Other FOSS Fund Raising Ideas for 2022-2023</b></p> <ul style="list-style-type: none"> <li>● <b>Film Nights</b> – date tbc (pending licence)</li> <li>● <b>PJ Day</b> (Friday 1<sup>st</sup> April). Children to come dressed in their PJ's in return for a donation to FOSS</li> <li>● <b>Easter Tombola</b> – (Friday 8<sup>th</sup> April) in the school playground. Dairy free alternatives will also be available.</li> <li>● <b>Big Breakfast</b> – building on the success of the last event, FOSS will provide a cooked breakfast sandwich. <b>(date tbc)</b>.</li> </ul>	<p><b>Film Nights:</b> <b>(ACTION):</b> JC to take a look into the film licence details before we commit to doing a film night.</p> <p><b>Donations for events:</b> As an alternative to our usual £1 donation for some events, SO suggested that we instead provide a donation 'guide' for parents to make a choice. Some parents would be happy to pay a little more for such events. Agreed that we would trial this for the PJ day using ParentPay</p>

<ul style="list-style-type: none"> <li>● <b>Frozen Friday</b> – selling ice lollies/ice creams during the summer weeks. A rota should be drawn up to try and share the responsibility</li> <li>● <b>Summer BBQ</b> – possibly held on the school field</li> <li>● <b>Barn Dance</b> – due to take place on 1st July 2022. Venue still TBC</li> </ul>	<p>advising parents of a donation guide of between £1-£5.</p> <p><b>Frozen Friday payments:</b> We usually ask parents for a £1 for a lolly. Suggestion to perhaps trial asking parents to pay upfront (via ParentPay) for a set number of weeks. Acknowledged that a lot of parents don't carry cash with them these days. This suggestion would enable parents to hand over a ticket (which could potentially be contained within an envelope in the child's book bag) which can then be redeemed in exchange for ice lolly. Possibly needs further discussion about the practicalities of printing and saving tickets to ensure they don't get mislaid.</p> <p>Also discussed whether we could look into getting a card reader as most parents pay for stuff using credit/debit cards these days. In the past the signal at school has meant we've not been able to go down this route.</p> <p><b>(ACTION):</b> JC will look into the viability of getting a card reader</p>
<p><b>Encouraging new members to join FOSS</b></p> <p>Big welcome to Sam O'Neill and thanks for all her help and involvement in recent fundraising activities!</p> <p>The team discussed how we could look to encourage more parents to join in with FOSS activities. GB advised that she was aware of another parent who has shown an interest in joining FOSS (Reubens mum, Jess). The WhatsApp Groups have been a great way of trying to promote the fundraising activities that FOSS does and have also been a great mechanism for asking for help/support.</p>	<p>School are planning on getting in touch with 'new parents' whose children will be starting this coming September via the school newsletter. Promoting FOSS in this newsletter would be a good way of attracting new parents to join the team and to help with fundraising ideas. EW confirmed she would be happy to meet new parents and to talk a bit about FOSS.</p> <p><b>(ACTION):</b> LV will write a short article for the newsletter to explain why she joined FOSS team and what it means to her to help bring to life her role (and that of others) in raising vital funds for our school.</p>
<p><b>AOB</b> Next meeting will take place face to face on Weds 4<sup>th</sup> May 19:30</p>	