

**Friends of Slingsby School Ordinary Meeting
Wednesday, 19 June 2019 at 7pm at Slingsby C P School**

Type of meeting	FOSS Ordinary Meeting
Attendees: Staff	Emma Massey (EM), Mr Smith (MrS),
Attendees: Parents	Georgia Davies (GD), Helen Mackinder (HM), Kathryn Fairweather (KF), Liz Wilson (LW), Louise Raines (LR), Lu Turner (LT), Sam Burnett (SB), Sonja Sedran (SS)

1. Welcome

LW welcomed everyone to the meeting.

2. Apologies

Mel Staley, Kate Pope, Mrs Metcalfe

3. Minutes of previous meeting

The minutes of the previous meeting held on 16 January 2019, although not available on the night, had previously been circulated to committee members and to parents via the newsletter. It was agreed that they are a true and correct record of the meeting and that there were no matters arising from the minutes, other than the report on past fundraisers and events set out below.

4. Matters arising

No matters arising from previous meeting minutes other than matters noted in the agenda for discussion.

5. Finance update

SS gave the finance update including a review of the Quiz and Curry Night, Scarecrow Trail Weekend, Bag2School.

Financial Summary – FOSS has raised £2,871.91 so far for the 2018/2019 year taking our bank account balance to £3,817.66 as at 11 June 2019. We are currently tracking -14.1% or £472.19 on last year's profit based on a LFL position. A copy of the Financial Review document is available on the FOSS Google Shared Drive.

6. Report on past fundraisers and events

SS gave the report on past fundraisers and events, including:

Quiz and Curry Night – Raised £207.50 Ticket sales were down 47.55% on last year despite the ticket price being increased to £7.50. Children were invited last year however this year we trialled an adult only evening. Unsure if this made it more difficult for people to attend and arrange child care. It was felt that due to the time and effort taken, and minimal profit that the evening has perhaps run its course and that there was an opportunity to replace it with a more family focussed event.

Bags 2 School – November's collection raised £128 and May's collection raised £158.00 The combined collections tracked -£50.40 or -14.98% on last year. The benefit of the collections are that it doesn't cost us anything and takes very little effort. It was discussed if maybe the weather was a factor in the result as both collection days were wet. It was mentioned that in previous years if a collection was extended to the village that the bags were collected from their home the evening before. This is worth considering for next time if the collection is extended to the village as it was in May 2019 but not in November 2018. A point was raised regarding slightly confusing details of what can be included and what can't but this was more to do with the envelopes themselves. Overall, the consensus was that we should continue and potentially outline what can't be included as detailed in the May village drop supporting letter drafted by Mel Staley.

Scarecrow Weekend – raised £936.98 A record number of entries this year with 40 scarecrows in total. The biggest profit came from the sales of trails, pens and sweets which raised an amazing £521.30 versus £471.70 last year. The Jolly Jar didn't work raising only £147.70 versus £268 last year with almost having sold out suggesting we didn't get anywhere near as many or that the tombola tickets were too easy. The overall feedback simply suggested that it simply got lost in all of the other noise around the event, in addition to family's having only returned from the Easter break and only one week to donate a jar for the tombola. Suggested it would be better to promote the tombola as something almost independent of the weekend and sooner, tying it into a uniform free day (if permitted by school). Discussion surrounding the photocopying and if there was a cheaper way printing the trails map and quiz. A number of suggestions were a print company to sponsor, smaller font or paper size, print the Duck Race flyers earlier to attach to the trails instead of photocopying a copy. Other suggestions raised were introducing an honesty box when the chapel was closed, continue with trails being available in the chapel on the Monday, stalls outside the chapel so people don't have to come into the chapel, savoury baking/hot dogs to replace sandwiches. A great outcome especially considering the weather being very wet, cold or over-cast for the duration. Next year, the bank holiday moves from Monday to Friday therefore will need to liaise with the May Day committee to understand what their plan is.

7. Update on future events

LW gave an update on the progress of preparations for the Duck Race on Saturday 13 July 2019 confirming the event as being the largest generator of profit in the FOSS fundraising year. A non-uniform day was confirmed for Wednesday 8 July and the contribution (tbc) to be something from each family, not per student. Feedback from EM suggested that we need to make our stall at Hovingham and Nunnington markets more of a drawcard regardless of where we are positioned so that we aren't lost amongst the other stall holders selling products. EM to choose approximately five items FOSS have donated to school via the end of year donation, provide an image of the item with a student so that KF can create an A3 (or larger) board as a talking point to be used at markets, the welcome to new parents in September etc. A suggestion was also made to put a table out on the Green selling ducks, handing out fliers, asking for volunteers on Friday 5 July at 3.15pm. To be confirmed by school. Foot Golf was suggested as an additional event to hold next year, or this year if we have time to organise, and a volunteer to run the event.

8. FOSS contributions to Year 6 leavers

It was agreed that FOSS would donate a £5 voucher per Year 6 school leaver as their leaving gift from FOSS. It was also agreed that FOSS would pay for their meal in Edinburgh with the number of students to be confirmed with the school secretary's. The amount once confirmed will be based on last years spend which combined with the leaving gift will be approximately £20 per student. Once confirmed with school, decide on whether payment will be made by cash before departure or reimbursement on return. To be confirmed with school.

9. FOSS donation to school for 2018/19 year

Agreed that we will meet in the week after the Duck Race once we know how much profit has been made and what our balance is to determine what the FOSS donation to school will be. It will be an informal catch up on the school green of however many committee members are free. It was also discussed and agreed that an amount of approximately £1,000 would be held over in the account so that there was a solid buffer value to cover off lottery, audit fee, Parentkind membership fees, and should the Duck Race or any other event not achieve its forecasted amount.

10. ParentKind website and services for fundraising

To be discussed whether FOSS can take advantage of this service. More research to be completed to understand whether this service is worthwhile. The discussion however lead to a greater discussion regarding FOSS being a registered charity and how best to communicate this to parents, and that FOSS are not simply a PTA. SS confirmed she would add a separate post on Facebook advising people of this, which should also be noted in the newsletter, on the FOSS school page etc. To be followed up and discussed at the next meeting.

11. Introducing FOSS to new parents in September

It was discussed that we need to emphasise what FOSS has contributed to the school in the past, not just a financial number but details of a selection of items so that parents have a greater understanding of how these donations benefit their children. EM and Charlotte Hope will provide a list of items that we can draw from to include in any vehicle to communicate this once confirmed by school. These include the welcome letter to new families issued at the start of the new school year. It was suggested that a special assembly be held in the first week of the school year, on the Friday with a gazebo on the Green to introduce FOSS to new families and re-introduce FOSS to existing families. A board/A3 poster to be created by KF with accompanying photos of children using said items with a statement confirming our charity status again reinforcing the message that independent donations are welcomed and appreciated. And can also be claimed for gift aid if the HMRC criteria is met. It was also suggested that it might be helpful for a number of t shirts with the FOSS logo on the front and details/photos of what we have supported over time on the reverse be produced so that they can be worn to fundraising events to easily identify who is a FOSS volunteer or committee member. SS to look into and revert.

12. Other fundraising ideas - all ideas welcome!

Readathon, fun run, "bake-off", walkathon suggested. More detail given in point 13.

13. Calendar of events for 2019/2020 year

The 2018/2019 calendar of events was circulated and the following items were discussed and all were confirmed as part of the 2019/2020 school year, with the HP and BD to be discussed in September prior to the AGM:

Halloween party – to be held in the lead up to half term as per the previous year (dates 21 - 25 October). Need to confirm which day is best for Mr Smith to ensure his DJing skills are available. Encourage pumpkin competition entries, promote prizes can be won on the night i.e. Best Dressed, parent participation and need to be very clear about the how's and when's of children going to the event between school, FOSS members and families.

Beetle Drive – to be held in November as a family event. A meal of chilli (meat and vegetarian options) and nachos suggested due to simplicity and cost.

Bags 2 School – to be held in November as per the previous year.

Christmas events – to be held in December as per the previous year.

Walkathon / Fun Run - TBC – to be held in March/April to replace the Quiz and Curry Night. Suggested a Bake Off could also be tied into the event with baked items to be on show at the finish line and voted on. Or a suggestion to hold a tombola. To be discussed in detail at the next formal meeting to decide if this is what we will do.

Scarecrow Weekend – need to confirm dates with Maypole committee as May Day dates have changed. Easter break falls Monday 6 - Friday 17 April and the new VE Day (May Day replacement) falls on Friday 8 May instead of Monday 4 May. The late May bank holiday falls on Monday 25 May.

Bags 2 School – to be held in May as per the previous year.

Duck Race and Family Fun Day – to be held in July as per the previous year.

14. Any other business.

MrS thanked the team of FOSS for their on-going work and support of the school. He expressed how appreciative the school teachers and staff were of the work we do to raise much needed funds for the school.

No other business.

15. Date of next meeting

The next formal meeting (AGM) to be discussed via email and then decided in September, to be held in October prior to the Halloween party.

16. Meeting closed at 9.06pm