

**FRIENDS OF LAMPARD**  
**MINUTES**  
**Thursday 23<sup>rd</sup> January 2020**

<p><b>Present:</b> Tracey Stevens (Chair),  Linda Rigler (Secretary) <b>Minutes</b>  Elaine Penfold (Treasurer)  Holly Murphy-Jarrett  Russell Vine  Sam Barham  Sam Hailstone  Jennie Harvey  Sophie Marquiss</p>	
<p><b>Apologies:</b> Carron Collyer</p>	
<p><b>Matters arising from last meeting's minutes:</b></p> <ul style="list-style-type: none"> <li>• Bank account to be developed by the Friends</li> <li>• Constitution to be circulated to committee members</li> <li>• Staff 'Request for Funding Form' from the Friends has been developed by Sam B and circulated to committee members only. There was discussion over the last question on the form i.e. Have you supported FOL events as a helper in the last two years? <ul style="list-style-type: none"> <li>○ Tracey asked about including contributions to the Friends through other means other than attending events</li> <li>○ Sam B said that the words were carefully chosen to demonstrate to staff that support of these events were important.</li> <li>○ Agreed that this question would be reworded.</li> </ul> </li> <li>• Need to set up future meeting dates and distribute with the 'Request for Funding' form to school staff, so they are aware of when the form can be submitted and a decision made.</li> <li>• Fund raising since the last meeting: <ul style="list-style-type: none"> <li>○ <b>Christmas Fair</b> – A really excellent event and was the best total to date.  Seemed less people but the Fair raised more.  The refreshments were 'up' by £100  The craft tables went very well. At the Christmas Fair 2020, Sam H plans to introduce £5 and £10 tables, depending on table size.  Elaine has not had any success with finding an urn for fundraising events. Linda has information about one local to her. Agreed that one would be bought if necessary.</li> <li>○ <b>Bingo:</b> Another well attended and excellent evening.</li> <li>○ <b>The Wooden Spoon</b> application for Outdoor Play funding was successful, although there is still an outstanding amount needed for the entire project's completion to be funded before the end of the</li> </ul> </li> </ul>	<p><b>Action Required Before Next Meeting</b></p> <ul style="list-style-type: none"> <li>• <b>See Treasurer's report</b></li> <li>• <b>Linda to circulate</b></li> <li>• <b>All to look at and suggest wording. Ideas to Sam B</b></li> <li>• <b>Linda to put on the next meeting's agenda</b></li> <li>• <b>Linda to follow up urn and feed back to Elaine.</b></li> </ul>

<p>financial year. Staff have planned more fund raising activities. An application to the Friends has been made.</p> <ul style="list-style-type: none"> <li>• Friend's Communications with Parents – Tracey to send the leaflet to Linda</li> <li>• The minutes were agreed and signed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Linda to put this on next meeting's agenda</b></li> </ul>
<p><b>Treasurer's Update:</b></p> <ul style="list-style-type: none"> <li>• Elaine has successfully opened an on-line business bank account in the name of the Friends of Lampard Community School with HSBC. Well done Elaine for all the hard work in completing this.</li> <li>• Current balance £1831.65 – Christmas Fair and Bingo monies. This is currently held by the school and needs to be moved into the Friends new account. Sam B asked Elaine P to speak with AR about moving funds raised into the Friends account..</li> <li>• Signatures required to complete the bank account – this was completed after the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Elaine P and Alison R to transfer funds to the Friends Bank Account.</b></li> </ul>
<p><b>Future Funding Events</b></p> <ul style="list-style-type: none"> <li>• <b>School Disco :</b> <ul style="list-style-type: none"> <li>○ No dates planned as yet - possibly May.</li> <li>○ Tracey offered the Friends to do something within the school that would encourage parents to meet together while their children were at the disco.</li> </ul> </li> <li>• <b>Summer Fair:</b> <ul style="list-style-type: none"> <li>○ Possible date - end of June, beginning of July</li> <li>○ Discussion about whether or not it would be good to have it the same day as Newport.</li> </ul> </li> <li>• <b>More parental support:</b> <ul style="list-style-type: none"> <li>○ Elaine explained that Sammy L and Elaine S are both willing to support Friends' events but not able to attend committee meetings. Deb S is also willing to help at events.</li> <li>○ Tracey asked if requests for smaller items could first be requested to parents via the newsletter. Sam H says she often asks staff first.</li> <li>○ Tracey would like everyone to encourage a parent / friends / carers buddy system.</li> </ul> </li> <li>• <b>Coffee Mornings on a half termly basis</b> <ul style="list-style-type: none"> <li>○ Holly MJ agreed to take the lead on these with support from the school</li> <li>○ Holly MJ suggested developing specific displays at these events, or inviting interesting and relevant people.</li> <li>○ Care and safe guarding team to link into these events.</li> <li>○ Elaine suggested having topic/curriculum based information on a low key basis.</li> <li>○ Jenny suggested involving the 3 subject leaders and the upper school group.</li> <li>○ Leaflets would be a good tool to advertise future events.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>To include on next agenda</b></li> <li>• <b>Sam H to find out date of Newport School's Summer Fair</b></li> <li>• <b>Holly MJ</b></li> <li>• <b>Sam B to liaise with Clare B</b></li> <li>• <b>Next agenda</b></li> </ul>

<ul style="list-style-type: none"> <li>• <b>Cake Day:</b> Sam B explained this was a fundraising event by staff and children, to provide cakes for a cake stall. They will use the school newsletter to advertise. Tracey suggested also using the school foyer to advertise events.</li> <li>• <b>Valentine's Day - 'Wear What you Love'</b> Students to pay small amount for a none uniform day</li> <li>• <b>Bags to School</b> - possibly in April</li> <li>• <b>Bingo</b> 12.03.20 - an Easter event 02.07.20 - targeting donations from Devon attractions etc.</li> <li>• <b>Sam B</b> has been on training which included fundraising issues and would like to discuss this at a later meeting.</li> <li>• Russell has donated a pool table to the school and suggested that it might be used for a fund raising event in the future.</li> <li>• Elaine won a child's wet suit and plans to sell this and donate to the Friends. She also has some newspaper and magazines with free 'offers' in, which she will pass onto Sam H.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sam B at next meeting</b></li> <li>• <b>Elaine P</b></li> </ul>																								
<p><b>Ongoing School Projects for 2020</b></p> <ul style="list-style-type: none"> <li>• Outdoor Space</li> <li>• Shed Shop <ul style="list-style-type: none"> <li>○ Russell was in the process of following up on a shed through St Johns. School are happy to have more than one shed.</li> <li>○ Russell offered seeds for Sam H's project</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Russell V</b></li> <li>• <b>Russell V</b></li> </ul>																								
<p><b>Applications from Staff for funding from the Friends</b></p> <p>Five requests were handed in for the committee:</p> <table border="1" data-bbox="113 1256 1066 1771"> <thead> <tr> <th>From Whom?</th> <th>For What?</th> <th>How Much?</th> <th>Outcome</th> </tr> </thead> <tbody> <tr> <td>Sam B</td> <td>Playground Equipment</td> <td>£1500</td> <td>Agreed £1400</td> </tr> <tr> <td>Jenny H</td> <td>Coach outing costs</td> <td>£350</td> <td>Agreed £250</td> </tr> <tr> <td>Sam H</td> <td>Printing costs</td> <td>£100</td> <td>Agreed £100</td> </tr> <tr> <td>Sam H</td> <td>Bingo books</td> <td>£10.44</td> <td>Agreed £10.44</td> </tr> <tr> <td>Elaine P</td> <td>Friends' Urn</td> <td>£80</td> <td>Agreed (if Linda's lead no good)</td> </tr> </tbody> </table>	From Whom?	For What?	How Much?	Outcome	Sam B	Playground Equipment	£1500	Agreed £1400	Jenny H	Coach outing costs	£350	Agreed £250	Sam H	Printing costs	£100	Agreed £100	Sam H	Bingo books	£10.44	Agreed £10.44	Elaine P	Friends' Urn	£80	Agreed (if Linda's lead no good)	<ul style="list-style-type: none"> <li>• <b>Elaine P &amp; Alison</b></li> </ul>
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<p><b>Any Other Business:</b> Sam B reported the success of the Dungeon &amp; Dragons Club where the students had fundraised for their own club.</p>																									

**Next Meeting:**

**Thursday 27<sup>th</sup> February**

**In Sam Barham's Office  
Lampard Community School**

**Signed as an accurate account of the meeting** .....

**Position on committee** .....

**Date** .....