



Friends of Lampard

Thursday 10th October at 12:30pm

Minutes: Maria Dyer (MD)

Agenda Number	Discussion/Actions	By Whom	By When
1	<p>Those Present</p> <p>Tracey Stevens (TS) – Chair Elaine Penfold (EP) – Vice Chair & Treasurer Holly Murphy-Jarrett (HMJ) Russell Vine (RV) Jennie Harvey (JH) Sam Barham (SJB) Sam Hailstone (SH) Sophia Marquiss (SM)</p> <p>TS welcomed everyone to the meeting</p>		
2	<p>Apologies for absence</p> <p>Carron Collyer (CC) Linda Rigler (LR) - Secretary</p>		
3	<p>Minutes arising from the last meeting</p> <p>Minutes from previous meeting read to attendees. Main points were - Adopted constitution, FOL have own bank account, gaining charitable status, Chair's report, Treasurers report, fundraising and Parentkind membership.</p> <p><u>Constitution –</u> To be signed by TS at the end of this meeting.</p> <p><u>School project funding –</u> TS suggested FOL to set up a proforma form for staff to use when requesting funding. SJB suggested that the proforma form has a minimum response time e.g. six weeks, to allow FOL enough time to meet and consider the request. EP suggested setting up some future</p>		

	<p>meeting dates so staff could be aware of when their request is likely to be considered. Drafting the proforma raised discussions on how to get staff and more parents involved.</p> <p>ACTION: SJB to complete a draft proforma and will send out to FOL by 18.11.19</p> <p><u>Budget/Spending</u> - SJB broadly spoke about the spending of the school budget. Staffing is our key spend which is higher than mainstream due to the need of our students. Maintenance and staff training (CPD) are also high budget spend areas.</p> <p>The school absorbs the cost of the US accreditations, which we believe mainstream schools don't.</p> <p>TS asked about funding for sports etc? SJB clarified that the LA provides our budget for the above and we then have other funding such as the Primary Sports Premium which helps to provide for additional enrichment such as swimming.</p> <p>Minutes agreed and signed.</p>	SJB	18.11.19
4	<p>Treasurers update</p> <p>No additional fundraising has been received because of the Summer holidays.</p> <p>SJB said that swimming should have come out of this? MD to speak to Alison regarding this and to provide FOL with updated accounts. SJBs understanding is the budget was closed down along with the charitable status.</p> <p>EP looked into setting up community bank account. HSBC will be able to set up a community bank account which is free to use up to an annual revenue £100,000. EP Also looked into Parentkind and their advice on setting up the account. We need a minimum of 2 maximum of 4 signatures for the account.</p> <p>EP will need a copy of the AGM and</p>	MD/AR	11.10.19

	<p>Constitution to take with her (+1 other committee member) to set up the account and we will also need to create a financial procedure for FOL. EP to check Parentkind for a policy/procedure and bring a draft to the next FOL meeting.</p> <p>ACTION: SJB to speak to AR regarding supporting FoL to set up the bank account with EP.</p> <p>HSBC can also allow the FOL to do online banking. TS has experienced issues with transferring monies between accounts. This will be discussed when meeting with HSBC.</p> <p>Passwords etc to be changed annually or when a member leaves FOL.</p> <p>Agreed by the meeting attendees that setting up a bank account can go ahead.</p>	SJB/AR	18.11.19
5	<p>Future fundraising events</p> <p>Bingo – dates to be confirmed. There will be a Christmas, Easter and Summer bingo. SJB gave some fundraising ideas she found on Parentkind:</p> <ul style="list-style-type: none"> • Christmas card drawing • Egg decorating/Easter • Summer Fayre <p>Sub-committees will be set up for these events:</p> <ul style="list-style-type: none"> • Christmas card drawing – Nikki K is happy to undertake this. JH to run subcommittee • Summer Fayre – SJB will run subcommittee with SH. T <p>Discussion regarding the Fayre being on a Friday after school to trial if this could be a suitable time for any future fayres.</p> <ul style="list-style-type: none"> • Easter – JH and SM to run subcommittee 	JH	1.11.19
6	<p>Christmas Fayre</p> <p>TS would like to lead the Christmas Fayre again this year, as it will be her last one.</p>		

	<p>TS would like the Christmas Fayre to continue after her son leaves Lampard in June 2020.</p> <p>The Fayre is usually the last Saturday in November.</p> <p>SJB mentioned that going forward the fayre might become an after school event.</p> <p>HMJ mentioned that she feels Saturdays will be better as in the evenings can be busy.</p> <p>SM said that more people may attend if it s on the same evening as the Father Christmas visit at St Johns.</p> <p>SH has had people contacting her about craft stall spaces.</p> <p>SH handed out a list of stalls etc from last year and the amount of staff stall holders needed.</p> <p>ACTION: SH to organise stalls/craft stall holders.</p> <p>ACTION: SH to put in staff communication request for stall helpers.</p> <p>ACTION: SH to contact Mr Mussell from the Tanglewood Project to be Father Christmas.</p> <p><u>Christmas card competition –</u></p> <p>ACTION: SH to prepare this to go home with students week beginning 14th Oct.</p> <p>SH suggested that student enterprise projects be used near FOL events to make items for sale.</p> <p>ACTION: SH will ask ASDA for hotdogs and buns for the refreshment stand.</p> <p>ACTION: JH to arrange for the school choir to sing.</p> <p>FOL to look in to purchase an urn for future events.</p> <p>ACTION: SJB to speak to Mel, Kitchen</p>	<p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>SH</p> <p>JH</p> <p>SJB/ML</p>	<p>15.11.19</p> <p>15.11.19</p> <p>15.11.19</p> <p>18.10.19</p> <p>15.11.19</p> <p>15.11.19</p> <p>15.11.19</p> <p>15.11.19</p>
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	<p>Manager, regarding what she does for large volumes of hot water.</p> <p>ACTION: EP to contact LR regarding cakes etc to sell with refreshments.</p> <p>ACTION: TS to send Christmas Fayre letter to MD.</p> <p>ACTION: MD to add date to school website and send letter out.</p> <p>ACTION: SJB to contact Premises Team to open/close/clear-up.</p> <p>ACTION: RV will contact food suppliers for potential food hampers etc. Our suppliers which include Total Produce and Savanna Foods (formally Ilfracombe Food Service).</p> <p>ACTION: TS to give some dates to MD of when FOL will be in school for gift wrapping/fayre prep. MD will then book the meeting room.</p> <p>Agreed that the Christmas Fayre will take place on the 30th November 2019, 11am-2pm.</p>	<p>EP/LR</p> <p>TS</p> <p>MD</p> <p>SJB</p> <p>RV</p> <p>TS/MD</p>	<p>15.11.19</p> <p>16.10.19</p> <p>18.10.19</p> <p>22.11.19</p> <p>22.11.19</p> <p>ASAP</p>
7	<p>Future school projects to support for 2019/20</p> <p>SJB discussed the project to install sensory and play equipment.</p> <p>The school's Wooden Spoon application is going through to the next stage. Likely they will support a £20,000 bid for play equipment.</p> <p>We have received £3000 approx total from the Boardbarn, Party at the Manor and the Rotary Club.</p> <p>Could FOL put towards some extra funding up to £1000 towards this project?</p> <p>Woodenspoon will be known in December and that project will go ahead asap in the Spring Term.</p> <p>EP suggested that the Christmas Fayre will raise funds for the playground project.</p>		



	<p>SJB will provide a picture of the playground to the FOL once it's been approved by the Governors.</p> <p>EP reminded at the last the meeting where it was suggested having two pots of money 1 for smaller projects and 1 for bigger projects.</p> <p>SJB said the students miss sheltered seating and asked the FOL to consider fundraising for this in the future.</p> <p>SM is raising money for adaptive food tech equipment</p> <p>JH is raising money for music equipment</p>		
8	<p>Friends' communication with parents</p> <p>SJB shared leaflet from the Friends of Southmead as a good idea to do something similar</p> <p>Picture of playground to be included in FOL communication. Image to have a note that it is something we are working towards. JH suggested it is only one piece equipment as some students might expect all items to appear.</p> <p>ACTION: HMJ to provide MD with a newsletter/flyer similar to the Southmead School leaflet which includes how FOL have spent money</p>	HMJ	29.11.19
9	<p>Any other business</p> <p>RV asked to become a member of the committee. Agreed by all meeting attendees.</p> <p>MD to email TS 11.10.19 for the FOL news letter section.</p> <p>SJB gave TS a copy of the Southmead AGM and leaflet to give to LR as an idea on how to do our FOL minutes and communications</p> <p>RV speak about his personal journey</p>	MD	11.10.19



	<p>regarding his own diagnosis as an adult. He has volunteered 2 day course for DIAS – if allowed to join FOL as a committee member</p> <p>He has reached out to The Alliance (CAMHS and Children, Family Health Devon etc under one group). He signposts for them and is an ambassador under ‘The Grape Vine’</p> <p>SJB asked who oversees his work. RV is affiliated with Andy at Young Devon. SJB suggested FOL subcommittee to run a coffee morning once a month and people like RV can come along to talk to parents about his experiences and recent diagnosis. SJB asked for RV to think about when he wants to run the coffee morning or food event and liaise with other committee members to arrange.</p> <p>RV was voted unanimously to be a committee member.</p>	RV	18.11.19
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