

**Friends of Foundry Lane**  
**Registered Charity No. 1118072**

**COMMITTEE MEETING**

**12th May 2017**

**Present** – C. Bartlett, T. Callaway Sayce, H. Cooper, K. Heslop, E. Irving, M. Loftus, K. Lugg, B. Rawlings, H. Robinson, L. Smith, N. Stopford, V. Whybrew D. Wyatt.

D. Wyatt opened the meeting and welcomed everyone.

**1. Apologies for absence** –R. Crosbie, C. Dewey, S. Taylor, H. Aldred, J. Davis (crèche), J. Dowdell, A. Fryer, R. Jarrett-James, C. Ndupuechi, A. Price, K. Roberts, B.Sayce, S. Sharp, C. Smith, J. Stephens

**2. Review of previous meeting minutes** – D. Wyatt ran through minutes from the last Committee Meeting.

No issues were raised and the minutes were agreed.

**3. Outstanding Actions**

- **Constitution** - D. Wyatt had received 18 responses and now needs to advise the Charities Commission of the amended Constitution.
- **Shirley Independent Traders** – K. Lugg had not had any further communications with them.
- **Actions Log** – Other actions from previous meetings have been captured on an Actions Log and updates are included in this schedule (See Appendix 1)

**4. Spending Update** –

- S Hoskins had requested money for a turbine, though she also said other sources for funding maybe available. E Irving suggested that S Hoskins approach other sources first.
- Friends were asked to pay for cement and sand purchased for the Garden Working Party. T Callaway-Sayce has receipt.
- C Bartlett updated that books had not yet been purchased by the school.
- Money has been put aside for the theatre company, who have yet to invoice for last year or this year.

**5. Feedback on previous Events (Mother's Day, Easter Egg Hunt)**

- Although the event did not make much profit, it was a nice event and there were some new faces among the people that came along.
- £5 seemed expensive for the flowers but people that did make them felt they were good quality.
- It was suggested we incorporate a fathers day activity at the fete.
- It was also suggested that we could run a craft café straight after school in the lead up to Xmas, selling Mulled wine and Mince pies.

- M Loftus suggested the children designing and selling Xmas cards, which had been initially discussed at our January meeting.
- We would have to start to organising early in September.
- Thought would have to be given to suitable/simple designs for the younger year groups.
- C Bartlett updated that IQ cards have no minimum order. M Loftus queried level of profit. C Bartlett advised £4 packs, 50p profit and £10 packs, £2 profit.
- K Lugg queried whether we will run a Festive Photo shoot again. It was popular last year so agreed we should run again.
- The Easter Egg Hunt raised around £150. This was less than last year as we did not run a cake sale.

## **6. Update on Lucky Draw**

- There were 72 Lucky Draw entries as at the end of April. It was suggested that we could get a postbox for collecting entry forms.
- It had also been suggested that entry forms be sent home in Bookbags, so R Crosbie and Emma Wareham had printed off forms that were in the process of being sent home.

## **7. Playground Initiative Launch Week**

- K Lugg, E Irving, C Bartlett and T Callaway-Sayce had visited Bitterne Manor to look at their Playground Equipment. They didn't raise any significant concerns.
- The bid writing company were in process of sending off our application, so now we just had to await a response.
- K Lugg advised that we could consider getting two pieces of play equipment at the same time, but invoicing could be delayed.
- E Irving queried whether T Callaway-Sayce had heard from Roo Appleton on the logo design, but nothing had been received yet.
- C Bartlett advised that H Cooper had looked into a number of crowd-funding pages and decided on My Donate. This is in the process of being set up with HMRC. H Cooper to send details to K Lugg for Governor approval.
- T Callaway-Sayce had drafted a competition flyer but felt it was too wordy and needed reviewing. It will be sent out the last week of half term.
- E Irving asked K Lugg if we could attend award ceremonies to promote the competition.
- Entry would cost £1 per person. It was agreed to split prizes by KS1/KS2 and E Irving would speak to Toys R Us about getting giftcards donated for prizes. First prize winners would also be able to cut the ribbon on the new equipment and be the first children to play on the equipment.
- We discussed some local businesses we could approach for funding. D Wyatt will email Committee for suggestions on who to contact or avoid.

## **8. Family Fun Night**

- D Wyatt updated that organisation for the event was all in hand, just needed to promote / sell tickets to make it worthwhile running.

## **9. Summer Fete**

- Plans for the Summer Fete were discussed.
- D Wyatt appealed for volunteers to sign up.
- H Cooper offered support on refreshments.
- Austin & Wyatt have agreed to sponsor us £10 per advertising board put up outside parents houses to advertise the fete. E Irving would collate addresses.
- K Lugg advised Sean and herself would cover the entrance.
- M Loftus volunteered to do the Pimms stall.
- E Irving ran through the stage acts: The Rising, Neil Maddock, Blow saxophone, School Choirs and Undead Warriors (a band of pupils in Yr5).
- T Callaway-Sayce advised that Suzi Hoskins would not be available for the fete but is happy for us to open the garden. T Callaway-Sayce suggested the plant sale be based in the garden and perhaps running pond dipping. A health and safety risk assessment would need to be undertaken.
- K Heslop offered to lend us tables again.

## **10. Succession Planning**

- E Irving briefly announced that she would not be standing again as Chair and D Wyatt and C Bartlett also plan to step down this year.
- We will include this in the school newsletter.

## **11. AOB**

- C Bartlett advised she had been approached by Helen Sanger regarding distributing leaflets on fairer funding for schools.
- It was agreed that while individuals could get involved the School and Friends would not promote.
- **Future Meeting dates:**
  - Friday 7<sup>th</sup> July, 3.20-4.30pm, Canteen