



FOSHJ MEETING 24TH NOV 8PM 2021 ARLEBURY BAR

PRESENT:

Isobel dix, Jemma Martindale, Kerry Appleton, Sara Curtis, Sandra Cornford, Jenny Tabrah, Jo Knight, Stacey Lakeman, Beth Morton

APOLOGIES:

Nolly Nutman, Tracey Fish, Estelle Bentham, Lorraine Dolding-Smith, Lorna Ashton

MINUTES OF PREVIOUS MEETING AGREED: yes

CHAIRPERSON UPDATE:

Thanks for all the help wth clubs. Going well and good feedback from the children. Year 6 working hard running them. Keep communication regarding which sessions parents can't make via Whatsapp group. Is it worth inviting grandparents to help with clubs? But there is a cost to school for DBS check so probably not. Would be good to see if more parents could be involved in clubs. Via newsletter

TREASURER'S UPDATE:

- The Community Account total (as of 24.11.21) £9'945.88
- IAS Account total (as of 24.11.21) £1'952.41

Since to AGM on 6th October 2021 we have taken in £94.44 from Easy Fundraising, £1268.80 from the Duck Race and Back to School Bonfire (I don't have a total income for these events as money was paid out directly to people on the days for purchases) and the £400 refund from SHJS for our payment for the Year 6 campfire BBQ which we covered for them.

The Friends account has also received £369.19 income for Class Fundraising (Xmas cards) and a cash payment of £44 to be banked. The remaining income for this will be banked and totalled once the orders are finalised.

Expenditure has only been expenses paid to the chair for £1001.52 which covers items purchased for the Year 6 leavers event, Wellbeing day (still to be used) the duck race and back to school bonfire.

Before our next meeting we will hopefully be taking income from Elf Day, the Lower and Upper school discos and the crowd funder for the sound system.

Expenditure will come from the purchase of the virtual pantomime and the refreshments for the school discos.

Financial procedure clarification

I have been looking into the financial procedures required by any charity and I just wanted to note a few things in the minutes so we are all agreed on the procedures:

- Money paid out and receipts for expenses and purchases needs to come through the treasurer so we can keep a clear record of income and expenditure and we maintain a record of how much was taken at any single event.
- When submitting an invoice or receipt for payment it should be an invoice or shop receipt with the business information on and not a credit card receipt only or a payment summery (as per Amazon) as this is not a proof of purchase or delivery.
- When buying items on behalf of FOSHJ do not use your own points/reward cards as this can be seen as personal gain from the charity.

Do we want to set an official limit on how much can be spent with single committee member approval and what limit we would require core committee approval?

This was discussed at the meeting and agreed any single item over £250 should be discussed with committee first.

SL to look into whether can get debit card for FOSHj

CARDS:

SC- received in office at school. Once all different orders have arrived then they will be divided up. SC to email SL with who the outstanding orders are from and also to look into who has paid on line.

Next year- aim to do it in Sept as get increase profit margin. Feedback from parents in playground- not buying them as not xmas cards

Could it be done as a something with their buddies early in autumn term?

Could SC liase with a lower school parent next time to allow a handover?

ELF DAY:

Friday 3rd Dec. kids to dress up elf.£2 pp. Photo both during the day to have photo with friends. Print given to each child to go home with. Father Xmas message in celebration assembly. Candy cane to go home with them.

Volunteers: Isobel and Kerry all day. Pm Sara , Beth, Lou burton, Jo K (to help hand out candy canes)

CHRISTMAS LUNCHES:13-16 Dec

Help needed for serving lunch 11.30-1pm each day

Wed Beth, Isobel

Mon: Jenny, Jemma

Thurs: Isobel

Ask for other volunteers from foshj?

After lunch – they will be watching the Peter Duncan Live streamed Panto with a bag of popcorn (panto and popcorn provided by friends)

Wed 15th:10am is carol concert

CHRISTMAS DISCOS:

Andy Hebbard booked

Sara will run it. £3.50. drink and snack. Discussion as to whether to give the children a present to go home with. Friends consensus was not to to maximize fundraising from the event.

Thurs 16th 5.30-6.30 (yr3 and 4)- Jemma, Isobel, Sara. Jenny (Beth available to attend as first aid if needed)

6.45- 7.45 (year 5/6)- Kerry, Isobel, Sara

SPONSORED READ:

Jan to raise money for the library- Jenny T will lead on it

It is to buy new shelving. Locally Covers have donated to a school some supplies for this. SC will look into this

CROWDFUNDER:

ID has it ready- go live Friday. Go in newsletter, and info out on social media. To raise money for new audio equipment. Target £1000

BAGS2SCHOOL:

EB will sort this in Jan. Bags to be sent home before xmas?ID to liase with EB

AOB:

SC-on reflection of quiz night felt ticket price too high. Could it have been increased to £12.50 to include supper and raffle.? Was brought to Hannah. Opinion gauged and others felt too high. Feel we should be able to bring things up after meetings on reflection. This was discussed at the meeting. All agreed it was unfortunate that quiz night did not go ahead. Going forward it was decided that when decisions are made at a meeting they should be carried. However it is reasonable to have a "cooling off" period of 24hrs during which changes or suggestions made after a period of reflection can be made. This is most effectively done via the friends email.

If we did do a quiz in future a- Tammy would be prepared to do pizza for £5 a head.

ID: should FOSHJ be split into 2 teams? BAU (business as usual) and events?

Done before with ball and bazaar.?

General meeting once every ½ term

And then events meetings as needed. Agreed to try this format going forward

SL: Could the Spring Event (to replace fair) be an old fashioned fete?- tombola , hook a duck, splat the rat, maypole, ukele, cake stall, bar, dog show etc

Issue with weather? Possible 14th or 21 may?. Kids to run stalls. Maypole dancing,(need new maypole) friends pre ordered cream tea and country dancing.

Mrs Griffiths and teachers would support this idea and help run it.

Should we involve infants?

Watercress festival on 15th may

Prov date therefore 21 may

People to reflect on it and feedback at next meeting

DATE OF NEXT MEETING

Wed 19th Jan 8pm