



## **FODS meeting at the Avon Inn on 8th November 2017, 7.30pm**

1. Present: Laura Bell (chair), Louise Lethbridge, Roger Knight (Treasurer), Amy Lethbridge, Alison Lyon, Lisa Roberts (secretary), Lisa Wensley

2. Apologies: Claire Moorman, Charlie Cooper, Dawn Neil

3. Minutes from the previous meeting were agreed as accurate and signed. The bank statement was not available for signing

4. Matters arising from previous minutes:

-there is no money available from the community fund now, we plan to apply in the next round

--100 club - Agreed to advertise wider - in parish magazine, Avonwick website, Facebook. Agreed to invite grandparents, friends, family etc. Put out more fliers/coms. Try selling balls on the night of the drawer. Idea discussed to put prizes up to £75 for a super month. Can direct debit be sent out instead? **Action: Laura and Roger to look into**

5. Chairs report:

Runners raised money to buy new wake up shake up speaker - school families really got behind fundraising for this specific purpose and seemed fine with using JustGiving.com.

Spooky disco happened - a successful evening, fewer children than last time due to families heading off for half-term (we'd struggled to find an alternate date). Raised approx £60 after expenses; lots of chocs and sweets left. Trezise family brought fantastic audio and lights and have kindly offered to do the same again at a summer FODS disco.

School sparkle day - low turn out from families on the day, again due to half-term but we had no options on date as this had to happen between builders finishing and the Open Day; good staff support, kids got stuck in and it made a difference. Liz and Shelley kindly picked up specific tasks too - library and refreshing the timeline.

FODS supplied free refreshments at Open Day - thanks to Charlie for tray bake and to the volunteers who served.

Pond clearance funded by FODS has happened.

6. Treasurer Report and matters arising from it

Roger stressed the need to make the 2017 filing with the Charity Commissioners as soon as possible, necessitating the completion of the 2015/16 accounts. It was agreed that Alison or Lisa W would try to speak with Kathy and ascertain what assistance she would be able to provide.

[Post meeting note – Kathy has passed to Alison some further papers, and Roger will attempt to finalise the accounts and make the filing.]

Roger noted that we fall below the CC's threshold size for a mandatory examination of the accounts, and that he has confirmed with PTA UK that the insurance arrangements are not linked to an examination of the accounts. Accordingly there is no need to have the accounts independently examined. However PTA UK recommends strongly that accounts are so examined, although this can be a relatively informal arrangement. It was agreed that we should not delay our CC filing but should seek to have the accounts examined at a later date by another treasurer within the Link grouping.

It was agreed that, in the short term at least, it is not essential to have a staff representative on the committee and thus as a trustee. This can be revisited later.

The October bank statement is outstanding; however the bank balance is GBP 7725 at the 8 November. This includes the funds raised by the parents who ran the Exeter half marathon. Roger estimates that taking account of unpresented cheques, unbanked receipts, commitments such as contributions towards IT add-ons, playground toys, the new speaker and the pond, and known liabilities, the 'free cash' balance is of the order of GBP4000. Whilst this sounds reasonably healthy there are an ever increasing number of calls for funding from FODS, and we should exercise caution in deciding which of these to support.

Roger mentioned that he had re-established contact with EmptiesPlease in relation to the recycling of used printer ink cartridges and that we had recently received some money. A new box has been placed in the school office and it was agreed that this should be promoted to parents and to the wider Diptford community. He also noted the grant request made to Aviva and the need to canvas votes for our project.

It was agreed to add Lisa R as a bank signatory and to amend the banking mandate such that only one signatory be required for cheques of GBP50 or less (making easier the prompt distribution of 100 Club Draw prizes). Other cheques will require two signatories and signatories cannot sign cheques to themselves or related persons or entities

7. Funding / support requested by Head of School:

- Pond equipment and clear - yes.
- Raffle prizes for children's weekly draw - doesn't fit with FODS remit but suggested idea to have a donations box and ask parents to donate prizes
- Library refurbishment- Lisa W has a chair she might be able to sell she will send a picture. Yes in principle - they need to provide specific list and price
- snacks for Diplomats movie night - yes we have stock so happy to donate that

8. Christmas activities

- Christmas craft day: date set for 14th Dec. Exact numbers requested. Lisa W to do activities with older kids. Laura to organise activities for younger children. Pine cones needed please. Wrapping morning needed for gifts. Lisa W happy to host this. Date to be set. **Actions: Lisa W and Laura to organise craft activities and request help, Lisa W to organise chat and wrap**
- Pub lunch - Anna Kirton kindly organising, thanks to Anna. **Action Roger to check re cheques - are cheques to be made out to FODS?**
- Church Christmas Fair 25th Nov at church. Agreed to do paper chains. **Action: Laura to organise paper chains and a rota**
- Fundraising Christmas Cards and tea towels - Rachael has kindly organised the cards - many thanks to her. Tea towels agreed to ask for orders from parents but order extra to sell at later events. Send out order form with example and picture. **Action Lisa R to organise**

9. Riverford Veg box earning scheme proposed where FODS will be donated £15 for the 3rd box ordered per family, existing customers qualify. agreed good idea and river ford can help with events and raffles in future - **Action: Laura to send out info to parents**

10. Next big event

- Diptfest/Diptford Arms discussed - agreed to plan for a bigger event, take longer to plan, better venue etc widen the appeal beyond parents of the school (?Rattery, ? Lethbridge's farm) **Action: sort a subcommittee group to organize. All to think about / explore music and other options.**

11. AOB

- It was raised that the Coop has funding available, agreed to apply
- Bingo - to go ahead
- Other ideas discussed: Fashion Show, Ice Skating, (carry forward) Robot Wars - **Action Laura to discuss with rest of academy.**
- Just Giving - Action Laura to send out reminder
- Bags to school - going out tomorrow for 29th November.

12. Date for next meeting: wed 17 Jan Avon Inn 7.30