

FODS Meeting: Minutes  
Monday 9th November 2020, 7pm via Zoom\*

Present: Alice Atherton, Joanne Hyslop, Gemma Laverty, Emilie Mercer, Beth Newby,  
Joanna Williams, Ruth Wood

Apologies: Louise Comley, Anne-Marie Marshall, Fran Ogden, Danielle Still, Nikki Thomas.

\*Note: The FODS constitution requires a meeting to be held each term as a minimum. In order to comply with this requirement whilst adhering to the lockdown measures introduced by the government to restrict the spread of COVID-19, the meeting was held via teleconference using Zoom. Notice of the meeting and invitation to attend was communicated in the school newsletter and on the FODS Facebook group.

Joanna (Vice-Chairperson) opened the Meeting.

**1. Welcome**

Joanna welcomed everyone to the meeting and thanked them for their attendance. It was nice to see some new faces too.

**2. Review of Recent Events**

Meet New Parents (Anne-Marie Marshall / Louise Comley)

Virtual meeting (via Zoom) held with parents new to the school to provide them with a chance to get to know each other and also learn more about FODS. The meeting was well attended with a few new faces and potential offers to help in the future. Timing always an issue due to parents working so may want to reconsider timing next time.

**3. Review of Previous Minutes**

FODS Constitution (Ruth Wood)

Trustee information including website details have now been updated on the Charities Commission website reflecting the date of appointment of all elected committee members.

Year 6 Leavers Book (Ruth Wood)

Following a request in the newsletter for a Year 6 parent volunteer, Joanna Brady has kindly stepped forward to coordinate this lovely keepsake. The book will be available to purchase with further details provided to Year 6 parents nearer the time. Detailed handover notes and an indicative timeline have been provided by Ruth Wood to Joanna and Vicky Sutton.

Refreshments (All)

Sophie Killey has confirmed that she is happy to continue co-sharing the refreshments responsibility for future FODS events. A request for additional volunteers is to be issued once we are able to commence running non-virtual events.

**Note: Revisit once non-virtual events can be re-commenced.**

#### Tea Towels (Joanne Hyslop)

Thank you to Nicola Williams for coordinating tea towel letters and packs. These have now been issued to Reception and Year 6 parents for return as per the timescales stated in the letter. Nicola will collate all order forms and cash / cheques (to be managed in line with COVID guidelines).

#### FODS Cookbook

Anne-Marie sent her apologies for the meeting and requested that this item be carried forward to the next meeting. Joanna to catch up with Anne-Marie prior to next meeting.

**ACTION (Anne-Marie / Joanna):** To investigate costs and logistics for post lockdown / spring idea.

## 4. Upcoming Events

#### Christmas (Alice Atherton, Beth Newby and Gemma Laverty)

The Christmas sub-committee will continue with a Christmas themed afternoon tailored to the year groups (Y5 & Y6 – Thursday 10th; All other years – Friday 11th). An array of Christmas themed activities will be provided for each class for the teachers then to use with the children. Thank you to Joanna for pulling together a flyer for the event.

- Christmas Film Night

For a donation, a Christmas film night would also be held which would include refreshments. Jo confirmed that if a PG film is to be screened then permission must be obtained from parents via the accompanying slip. For Years 5 & 6 there will an inter-class quiz instead.

**ACTION (Christmas Sub-Team):** Confirm logistics with Jo.

**ACTION (Christmas Sub-Team):** Discuss refreshments with Sophie Killey.

**ACTION (Jo):** Confirm availability of Mr Jackson to host the quiz.

- Christmas Raffle

Ruth confirmed that the lottery licence has now been renewed. The Licensing Team have been re-deployed due to COVID pressures and therefore it is taking a lot longer to process any applications; contact is via email only. A TENS licence will be required if alcohol is provided as a prize and agreed to apply as soon as possible in readiness for the event. Thank you to Gemma for securing a fantastic first prize of a Eurocamp holiday! The draw will take place on Friday 11th December. Prizes would be sent home with children or parents contacted. The number of raffle tickets to be sent home was discussed as there is no opportunity this year to sell tickets on the day. The number of families in school was confirmed by Alice as approximately 235, therefore agreed that it would be reasonable to send home 2 books of raffle tickets per family. Each ticket is £1 and each book contains 5 tickets. There is no obligation for families to purchase all tickets.

**ACTION (Alice):** Confirm raffle tickets wording for printing / flyer and apply for TENS.

**ACTION (Ruth):** Purchase 3000 raffle tickets.

- Christmas Cards

This is a lovely idea but with timings and the added pressure for schools at the moment to manage this, it was agreed that this would be deferred to next year. Beth confirmed this activity could then be done online independently without the need for teacher support. Jo advised that it would be a nice activity for the children to do during the October half term.

- Santa's Shopping Spree  
Some great ideas were pulled together for presents for pets and female relatives but struggled to find manageable, cost-effective ideas for male relatives. With the lockdown, this has now prevented further investigation in local shops as many of the cheaper shops do not have an online presence. Jo suggested that other schools do a similar idea for Mother's Day and this might be something that we could look at for next year and take advantage of the sales too.

**Note for Agenda: Revisit early 2021**

- Postcard from Santa (Joanna Williams)  
Joanna has designed a postcard which every child will receive which they can then complete with their name, wish list etc. The postcard can be posted to Santa in the school Christmas post-box along with a £1 donation. Approximate costs of 8p - 10p per postcard to produce. Originally discussed a Zoom meeting with Father Christmas for all children to attend. This will now be independent of the postcard and held as a separate pre-recorded message to be shown as part of the Christmas afternoon activities instead. Jo confirmed Father Christmas' availability during the meeting.  
**ACTION (Joanna):** Order postcards for 1<sup>st</sup> December.  
**ACTION (Jo):** Organise Father Christmas for recording.  
**ACTION (All):** If anyone has a Father Christmas outfit then please let Jo know.

- Christmas Quiz (Anne-Marie Marshall)  
Anne-Marie sent her apologies for the meeting and requested that this item be carried forward to the next meeting in anticipation of the annual FODS quiz.  
**Action (Anne-Marie):** To investigate options and logistics of how such an event could be managed virtually.

## 5. Finance Update

Louise Comley sent her apologies for the meeting; no further update to figures since the last meeting with the exception of the purchase of lockers (see below).

## 6. Funding Requests / Wish Lists

Funding requests (as agreed at the last meeting) are to focus on providing lockers for the remaining year groups until which time we can hold larger events and work towards bigger projects such as the renovation of the wild area. The lockers currently in place for Year 6 (Miss Sutton) and Year 5/6 (Mrs Manfredi) classes have made a real difference and the children enjoy using them. There were some concerns noted to the Treasurer regarding whether FODS should be supporting this purchase when it could be viewed as a school requirement. All agreed that it was in line with the constitution, well received by the children and supports their wellbeing. Until which time we can run big events, funding will be limited and therefore this is a real chance to make an immediate impact that will benefit all children during their time at Davenham.

Funding has now been provided (~£1400) to purchase another 30 lockers for Year 5 (Mrs Pauline) class which will be fitted mid-November.

**ACTION (Jo):** To take photos and communicate the recent purchase, benefits and thanks in the newsletter once the remaining Year 5 lockers have been fitted.

**7. AOB**

STIKINS (Ruth Wood)

Thank you to everyone who has purchased STIKINS labels this year. We have received a cheque for an incredible £177.48. The labels can be ordered all year round and school receive commission on each sale – please refer to the school website for further details.

Happy's Circus (Ruth Wood)

Happy's Circus are closed for 2020 and will resume in April 2021 subject to current restrictions being lifted. They are currently due to bring their new circus show to school on Wednesday 15th September 2021. We have paid an administrative fee to date (£84) with the balance (£3360) due 7 days after the event. Ruth raised a concern over appetite for this with current restrictions, the amount of tickets required to sell to make it viable in a potentially limited time, the penalties incurred should we cancel and whether we should instead postpone for a year and change the date to September 2022 instead. Following a request for further information, Happy's Circus have confirmed that the format for 2021 will be two 1 hour shows instead with flexible seating for 350 people seated at each sitting. This will allow families to sit within their own bubbles and socially distanced from others however would impact our original pricing plans and would mean more tickets would need to be sold. To move the date to 2022 would mean a forfeit of the original admin fee. To book a 2022 date, a new admin fee (£150) would be required and the overall balance is approximately £200 more. All discussed and confirmed that, with regret, the booking for 2021 should be cancelled. A date for 2022 should be considered once the 2021 position is understood as all agreed we should have the circus again when the time is right.

**ACTION (Ruth):** Confirm and obtain agreement from absent committee members the decision to cancel.

**ACTION (Ruth):** Advise decision to Happy's Circus.

**8. Date of Next Meeting**

Next Meeting: 7pm, Monday 18th January 2021 via Zoom.