



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

**Minutes of a Meeting of The Friends of Larkrise  
held on Wednesday 24 February 2021 at 7pm (Virtual via Google Meet)**

**Present:** Naomi Douglas (**ND**) - Chair  
Jon Gray (**JG**) - Headteacher  
Charlotte Stewart (**CS**) - Deputy Headteacher  
Emma Thomas (**ET**) - Secretary  
Melanie Witt (**MW**) - Treasurer  
Mariana Russo (**MR**) - Communications  
Camilla Ip (**CI**) - Non-Event Fundraising & Parent Governor  
Sarah Zumbuhl (SZ) - School Counsellor  
Rose Rolle-Rowan (RRR) - Parent  
Jeny Morales (JM) - Parent  
Olaf Browning (OB) - Parent  
Justine Glazebrook (JG) - Parent

**Apologies:** None

Minute	Action
<p><b>1. Welcome, Introductions and Apologies</b> Welcome to new attendees, Jeny Morales, Olaf Browning, Sara Zumbuhl (School Counsellor); also joining: Rose Rolle-Rowan, Justine Glazebrook (joined later).  Meeting was quorate.</p>	
<p><b>2. Approval of draft minutes of Meeting held 4 January 2021</b> - <a href="#">Draft minutes</a> for the meeting held 4 November 2020 - <a href="#">Draft minutes</a> for the non-quorate meeting held 27 January 2021 Minutes approved.</p>	

Signed:

(FoL Chair)

Date:

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### 3. Action Tracker

We will use this file, in future FOL meetings, to track delivery on pending actions rather than going back to refer to minutes, the following items were discussed before deciding to take the remainder offline for review in advance of next meeting:

- easyfundraising/Amazon Smile - how can we raise the profile? Could we record a short video to show how easy it is to set up? Add logo and links to school website as well (already listed on FOL website)
- Parentkind fundraising ideas - close off, nothing specific to follow up on
- ND is now the Parentkind contact and is getting newsletter etc
- Localgiving - add to school website with a 'donate now' button
- Lotteries - see minutes of last meeting, would be good to get wider consultation.

**ACTION: FOL committee to review remaining lines and update by end of next week.**

**ND, MW, ET,  
CI, JG, CS**

How does oxfordlottery.org work?

- Set-up costs : None (Small Societies Lottery License not required).
- Annual fees : None
- Tickets: £1 per week
- Can you enter as a syndicate (group) : Yes
- What do ticket sales fund : 50p to FoL, 10p to other charities in Oxford, 20p on admin, 20p towards prizes
- Draws and Prizes : Each week, a random 6-digit number is generated by the lottery and anyone who matches 2-6 of the numbers, in the correct order, will win a prize of between 3 tickets for next weeks draw and , and anyone who matches at least 3 of the 6 numbers gets a prize funded by 20p from each of the tickets sold that week.

How does yourschoollottery.co.uk work?

- Set-up cost : £40 one-off payment to set up a Small Societies Lottery License
- Annual fees : £20 per year for a Small Societies Lottery License
- Tickets : £1 per week
- Can you enter as a syndicate (group) : Yes
- What do ticket sales fund : 40p to FoL, 24p to admin, and 36p towards prizes for your school community
- Draws and Prizes : Each week, your ticket is entered into two draws:
- One ticket from all those sold by the school is chosen, and the winner gets 30p

With Schools Lottery we could publicise the winner every week.

Vote carried to go for School Lottery.

**ACTION: MW to check if we still have the lottery licence.**

**MW**

Signed:

(FoL Chair)

Date:

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<p><b>ACTION: Someone in FOL committee to set up yourschoollottery account, decide on launch date, and publicise to parents</b></p> <ul style="list-style-type: none"> <li>• Sara to run safeguarding training for new FOL members when needed (for in person events)</li> <li>• Website - ready to go bar the set up of the shop</li> </ul>	<p><b>MW</b></p>
<p><b>4. Improving Communication between School &amp; FoL</b></p> <ul style="list-style-type: none"> <li>- What does FOL need from school to be as effective as possible? JG to summarise what the school's vision is for FOL and what we can do for the school. Vision to be released May/June time.</li> <li>- What does school need from FoL to work more effectively together? Help to tell parents for new Sept 2021 joiners about the school, about FOL, and what we do.</li> </ul> <p><b>ACTION: JG to share school's vision for FOL with FOL Committee.</b></p> <p><b>ACTION: FOL to liaise with JG to produce an information pack for new parents starting Sept 2021.</b></p>	<p><b>JG</b></p> <p><b>ND</b></p>
<p><b>5. School's Update</b></p> <ul style="list-style-type: none"> <li>• Opening 8th March! Remote learning offering will be slightly different next week.</li> <li>• Bounceback curriculum, 6 week programme, 2h per day, designed by educational psychologists. Addressing the person to person connections that children have been missing. More collaboration, exploring how they feel about coming back.</li> <li>• Focus on sustained school improvement.</li> <li>• School Site and Resources Development Plan (5 year plan) - about 50% completed. Links to volunteer groups - highly dependent on volunteer help (parent/carer work parties) to work on these.</li> <li>• Opening up the front area of the school, adding benches for parents.</li> <li>• New raised bed - one for each classroom, with a theme. Project based Gardeners World. Maybe competition or sell produce.</li> <li>• Would be good to visit Willowcroft or Cutteslowe (there is a video on Cutteslowe website)</li> <li>• Forest School for all years in 2022/2023</li> <li>• 'Sponsor a Stone' to help fund the path.</li> <li>• The order in which we tackle projects may be led by available grants/volunteer workforce/any skills that parents can offer for no cost to the school.</li> <li>• School funding will be very limited until 2023.</li> <li>• Music shed could easily be converted to a Cafe as there is electricity. Could be used by year 5/6 in the daytime to run a 'business' of some sort. Could sell lollies/ice cream in Summer.</li> <li>• Could families 'buy' a tree for planting? (aiming for 7 mature trees).</li> </ul> <p><b>ACTION: FOL to create a plan for how we might get the Cafe operational by September 2021.</b></p>	<p><b>ND</b></p>

<p>IDEA: Cricket event in Summer?</p> <p><b>ACTION: CI to broach with Outdoor Learning Parents WhatsApp group the idea of different parents 'owning' a small project from the Plan.</b></p>	<p>CI</p>
<p><b>6. FoL Fundraising Priorities</b></p> <ul style="list-style-type: none"> <li>- EYFS garden equipment (£3,000)</li> <li>- Y3 Books (£240)</li> <li>- Shortfall for the outdoor school hall (£2,000)</li> <li>- <a href="#">Food Forest</a></li> <li>- Others ...</li> </ul> <p>- EYFS garden equipment (£3,000)- HM wants to change the focus to an outside 'nurture space'</p> <p><b>ACTION: JG will ask HM to contact ND</b></p> <ul style="list-style-type: none"> <li>- Shortfall for the outdoor school hall £2,000 to come from FOL funds and £4,000 from grants currently being applied for.</li> </ul> <ul style="list-style-type: none"> <li>- <a href="#">Food Forest</a>/allotment beds</li> </ul> <p>Grant fundraising. 8 beds on the field ~3 x 2m (height of a scaffolding board) What parent skills are available?</p> <p><b>ACTION: Stephen Thomas (ST) to do a walkaround with JG asap.</b></p>	<p>JG</p> <p>JG, ST</p>
<p><b>7. Volunteer coordinator / working party role</b></p> <ul style="list-style-type: none"> <li>- Sign-up form on the website</li> <li>- Communication medium (WhatsApp vs Classlist)</li> </ul> <p>JG has spoken to various other schools, some use Classlist instead of Parentmail (paid). Can use free version for parent body. Do we want to push this for new years coming in to the school and 'phase out' WhatsApp. Can we stick with both/link both from FOL website? Pull people in by starting 'interest groups'.</p>	
<p><b>8. The role of class representatives</b></p> <p>We traditionally have a class rep to link FOL to parents. JG would like to see if we can use this group to work more closely with the school, eg consultation about new ideas etc</p> <p>Proposed responsibilities for each rep: Circulate information from the FOL committee to other classroom parents; Collect questions and feedback from classroom parents to pass on to the FOL committee; Bring up issues raised by your classroom's parents at FOL meetings; Encourage parental participation in FOL events and fundraising; and</p>	

<p>Discuss concerns of parents in your class with JG (or another member of the Larkrise Senior Leadership Team) at up to 6 half-termly meetings (held online).</p> <p><b>ACTION: launch in September 2021 but we can start raising awareness in Summer Term.</b></p> <p>RRR suggested creating a short video to explain class reps/School-FOL relationship etc.</p> <p><b>ACTION: FoL to investigate creating short video to explain class reps, school-FOL relationship, etc.</b></p>	<p>JG, CI</p> <p>ND</p>
<p><b>9. Communications update</b></p> <ul style="list-style-type: none"> <li>- <a href="#">FoL Communications Strategy</a></li> <li>- <a href="#">FOL website</a></li> <li>- Regular newsletter</li> <li>- Welcome for new parents</li> <li>- Classlist for volunteer groups</li> </ul> <p><b>ACTION: ND to send MR details of the FOL Gmail to set up Instagram</b></p>	<p>ND</p>
<p><b>10. FoL Non-Events Fundraising (FOLNEF) update</b></p> <p>Grant submissions in Term 2A</p> <ul style="list-style-type: none"> <li>• £300 for Science Week.</li> </ul> <p>Grant priorities for Term 2B</p> <ul style="list-style-type: none"> <li>• 12 submissions sent off for school hall, outdoor learning</li> </ul> <p>Spring Craft Pack sales</p> <ul style="list-style-type: none"> <li>• On track or 8 March availability online.</li> </ul> <p>Grant priorities for Term 2B</p> <ul style="list-style-type: none"> <li>• JG/CS have approved 13 grants to be applied for.</li> </ul> <p><b>ACTION: CI needs a teacher to liaise with re. each of the grant applications - JG to inform.</b></p> <ul style="list-style-type: none"> <li>- Spring Craft Pack sales</li> </ul> <p>FOL website - could we sell some craft packs? Spring themed/Easter Hat Parade decorating. RRR is putting 96 packs together to sell. Hopefully each pack will raise ~£3 for the school. Will be available for collection at school reception.</p> <p>Some discussion of donating craft supplies, to be repackaged and sold on the website but this is perhaps more appropriate for ASC, or to Groovy Sue if she does end up doing activities with her reusing materials in a creative way?</p> <ul style="list-style-type: none"> <li>- Cookbook sales</li> </ul> <p>Hoping to be available after Easter break</p> <ul style="list-style-type: none"> <li>- Commission from cooking workshops</li> </ul> <p>HB donating 20% of sales to Larkrise</p> <p><b>ACTION: JG/CS to chat with Groovy Sue about craft workshops at the school.</b></p>	<p>JG</p> <p>JG</p>

<p><b>11. Event Fundraising update</b></p> <ul style="list-style-type: none"> <li>- Online quiz</li> </ul> <p>Put on hold</p> <ul style="list-style-type: none"> <li>- LARKFEST</li> </ul> <p>Set a provisional date for Larkfest and send out a Save the Date - 16th July (Friday) after school?</p> <ul style="list-style-type: none"> <li>- FLOFEST (Saturday 19 June 2021) - could we sell something at the Larkrise stall?</li> </ul> <p><b>ACTION: MR send out a "Save the Date for Larkfest" message</b></p>	<p><b>MR</b></p>
<p><b>12. Other fundraising ideas</b></p> <ul style="list-style-type: none"> <li>- gin/apple juice sales - would we need a licence? Alcohol probably not appropriate to associate with the school.</li> <li>- Commission from <a href="#">cookie sales</a> (MW) - there is a company that sells cookies (zero waste) and you can set up a 'shopfront' on their website and a % of sales comes back to the school.</li> </ul> <p><b>ACTION: MW to trial the cookies and report back</b></p> <ul style="list-style-type: none"> <li>- T-shirt design - rainbow image made up of hand prints from each of the children? Who would take this fwd?</li> </ul>	<p><b>MW</b></p>
<p><b>13. Any Other Business (AOB)</b></p> <p><b>ACTION: CI to add these draft meeting minutes to new website and ask MR to publicise the date of the next meeting so that we fulfil the 21 day rule</b></p> <p><b>ACTION: Bank signatories - need to remove LW and add JG, add ND as an additional online signatory (MW)</b></p> <p>Reminder that there will be a brief EGM at start of next meeting. Next meeting: 7pm, Wednesday 21st April 2021</p>	<p><b>CI</b></p> <p><b>MW</b></p>