



**FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093**

**Minutes of a Meeting of Friends of Larkrise  
held on Wednesday 4th November 2020 at 7pm (Virtual via Google Meet)**

**Present:** Melisa A **(MA)** - Parent  
Naomi Douglas **(ND)** - Chair  
Tito Gomez **(TG)** - Parent  
Chrissy Gower **(CG)** - Parent  
Chris Graham **(CG)** - Working Party Lead  
Jon Gray **(JG)** - Headteacher  
Tim Helweg-Larsen **(THL)** - Parent  
Camilla Ip **(CI)** - Non-Event Fundraising & Parent Governor  
Raul K **(RK)** - Parent  
Shin-Shin Ngiam **(SN)** - Parent  
Rose Rolle-Rowan **(RRR)** - Parent  
Mariana Russo **(MR)** - Communications  
Charlotte Stewart **(CS)** - Deputy Headteacher  
Emma Thomas **(ET)** - Secretary  
Steve Thomas **(ST)** - Parent  
Melanie Witt **(MW)** - Treasurer  
(Others attended the above only includes those that are mentioned in the minutes)

**Apologies:** Gemma Humphrey - Parent

Minute	Action
<b>1. Welcome, Introductions and Apologies</b>  Apologies received from Gemma Humphrey  Meeting was quorate.	
<b>2. Approval of draft minutes of AGM held 14 Oct 2020</b>  Minutes approved	
<b>3. Chair's summary of Term Autumn 1 2020/2021</b>	

Signed:

(FoL Chair)

Date:

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<ul style="list-style-type: none"> <li>• 2020-09 : <u>EYFS reading volunteers</u> - Mrs Marriott put in touch with 3 potential reading volunteers.</li> <li>• 2020-10-14 : <u>AGM held</u> - elected new committee (Chair, Secretary, Treasurer, Communications).</li> <li>• 2020-10-XX: <u>Funding released to school</u> - FoL transferred £14,367 to school requested to fund: BAME representation picture books for whole school curriculum model (£527 ex VAT), visualisers (£1320), Bug Club online reading project (£1,487 ex VAT), Core and reading spine text which drive the Enquiry Curriculum and Literacy curriculum and underpin all learning (£8,000), Reading Scheme - Home readers and missing guided reading book sets (£3,033).</li> <li>• 2020-10-23 : <u>Collected donations for Monster Mash Party</u> - Teachers organised and delivered "Larkrise Virtual Halloween Monster Mash Party" (streamed via facebook for 1h, recorded and made available thereafter), with donations to the FoL Local Giving page. Raised £377.50.</li> <li>• 2020-10-27 : <u>Outdoor School Hall appeal</u> : With donations, Gift Aid and matched funding from the "Localgiving £1 million Coronavirus Fund", raised a total of £26,794.80</li> </ul>	
<p><b>4. Discussion: Procedure for how the school and FoL request and release funds in the coming year</b></p> <ul style="list-style-type: none"> <li>• Other schools, would give three choices to PTA to choose for funding</li> <li>• Requests to draw down funds were raised at PTA meeting and minuted, for smaller amounts (under £500), could be signed off by Head and Chair for faster decision making</li> <li>• Long term School Site &amp; Resources Development Plan should be ready in January 2021</li> <li>• A list of wanted items would be useful (with costings)- The above should achieve this.</li> </ul> <p><b>ACTION: JG to share School Site &amp; Resources Development Plan when completed</b></p> <ul style="list-style-type: none"> <li>• As a charity we need to have a formal paper trail for spending - current form is unwieldy and time consuming</li> <li>• We would like to make the application process for the school easier and simpler, whilst retaining accountability</li> <li>• Ensure that all requests are in line with the strategic plan (which has impact statement and has costs)</li> </ul> <p><b>ACTION: FOL to review the grant application form - we may not need the form if documented in meeting</b></p>	<p><b>JG</b></p> <p><b>ND, CI, MR, ET &amp; CI</b></p>

<ul style="list-style-type: none"> <li>• Standing Agenda item for each meeting</li> <li>• Process for any requests in between meetings - up to £500 - sign off by <b>JG/ND/MW</b> and have this formally minuted in next meeting - we need to formalise this process (<b>JG</b>: these instances should be rare) -</li> </ul> <p><b>ACTION: Financial authority limit section added to constitution</b></p> <ul style="list-style-type: none"> <li>• <b>CI</b> suggested an active spreadsheet with items bought + items needed (add to website)</li> </ul> <p><b>ACTION: Consider active spreadsheet with items bought + items needed</b></p> <ul style="list-style-type: none"> <li>• Larkrise Look magazine - would be good to include page on items bought by FoL</li> </ul> <p><b>ACTION: Ensure a page is given to FoL in the Larkrise Look</b></p>	<p><b>ND</b></p> <p><b>CI</b></p> <p><b>JG, MR &amp; ND</b></p>
<p><b>5. School's update (incl. funding wish-list and/or priorities)</b></p> <p>Huge thanks for the quality texts that FoL has purchased for the school - large investment but significant impact for all children.</p> <p>First term hugely positive ('No Outsiders' texts). Review now of how Term Autumn 1 went across school.</p> <p>School would not have been able to do this without FoL support.</p> <p>School budget for the whole curriculum is only £10,000, so FoL input really has made a massive difference.</p> <p>Next step - looking for volunteers to assist with planning drawings for outdoor spaces.</p> <p>OPAL - outdoor equipment has had so much engagement and imaginative play. Diabolos, skipping ropes purchased as well as crates.</p> <p>Ed Finch will start adding updates on outdoor spaces in the Newsletter this half term.</p> <p>Recent changes to playtime scheduling have made a significant positive impact on behaviour.</p>	
<p><b>6. Financial update (incl. current balances, new expenses and earnings)</b></p> <p>See item 3, MW will append anything else</p>	

<p><b>ACTION: CS to transfer bank signatory to MW</b></p>	<p><b>CS &amp; MW</b></p>
<p><b>7. Discussion: Parent Working Parties</b></p> <ul style="list-style-type: none"> <li>• No progress since theAGM due to pandemic.</li> <li>• <b>CG</b> proposes database of potential volunteers - if this lives on GDrive we need to address GDRP compliance with privacy policy/limited access. Need to be clear why we are asking for this data and where it will be kept. Policy for regular updates to delete families who have left. <b>JG</b> stated that this would be covered by RLT GDPR Policy.</li> <li>• Appeal for volunteers on Parentmail - any specific skills and experience they can contribute/what kinds of tasks they are happy to fulfil.</li> </ul> <p><b>ACTION: ND to share draft Google Forms sign up form with CG. Will circulate to interested parties.</b></p> <p><b>ACTION: CG will develop a working list of tasks - Google Drive doc - tasks, skills needed for each, need input from the school.</b></p> <ul style="list-style-type: none"> <li>• COVID - what is practical during/following lockdown - there is an exemption for voluntary work that cannot be done in the home, but <b>CG</b> suggests we defer any actual work on site until lockdown ends.</li> </ul> <p><b>ACTION: CG will draft some COVID policies that line up with school policy and Tier levels.</b></p> <ul style="list-style-type: none"> <li>• Then we can look to schedule monthly events.</li> <li>• RLT has asked for an individual risk assessment for each volunteer event (eg indoor vs outdoor tasks have differing risks).</li> <li>• Outside of lockdown the rule of 6 should apply.</li> <li>• School needs to know who will be on site each time.</li> <li>• Could classify certain types of tasks into groups (low, medium, high risk)</li> <li>• School has a responsibility of care to anyone on school grounds, and for contact tracing, if needed.</li> <li>• GDPR: Rachel Forsyth (Business Manager)will be data controller for the school</li> </ul>	<p><b>ND &amp; CG</b></p> <p><b>CG &amp; JG</b></p> <p><b>CG</b></p>
<p><b>8. Discussion: Introduction of regular, voluntary contribution scheme from parents to school or FoL</b></p> <ul style="list-style-type: none"> <li>• <b>JG</b> would be happy for FOL to manage these funds.</li> <li>• <b>CI</b> North Hinksey School has a voluntary monthly contribution to the school (£25). School funding has been declining sharply.</li> <li>• Predictable income helps the school to plan.</li> </ul>	

<ul style="list-style-type: none"> <li>• Process, letter out to parents, with an online meeting to field questions from parents. Range from £10+ per month.</li> <li>• If 150 families paid £10 each per month that would generate £18,000 pa.</li> <li>• How much additional work for <b>MW</b> to manage the Direct Debit process?</li> <li>• Localgiving may be a better option.</li> <li>• 'Wonderful' is another option (shows progress towards a target.) [NB: <b>ET</b> checked out Wonderful and they have actually had to shut down temporarily]</li> <li>• We already have 4 monthly donations coming through Localgiving, and the % commission is small (1%) of the monthly donation is &lt;£200.</li> <li>• Parents may feel they have more say in how funds are spent if comes through FoL</li> <li>• Would it put people off from donating to FoL event fundraising?</li> <li>• Importance of the community element of FoL events.</li> <li>• <b>RRR</b> - not everyone was enthused about the outdoor structure. Could we set really clear parameters about what this money would be used for (across whole school)? Commitment that spending will be reported back termly for accountability.</li> <li>• Concerns that it may impact negatively on other FoL fundraising.</li> <li>• Could we start it for this academic year as a 'trial' given the seriousness of the school budget shortfall (we should be candid with parents just how bad this is) and the limitations on our event fundraising options this year.</li> </ul> <p><b>ACTION: CI &amp; JG to discuss with the schools Local Governing Body</b></p>	
<p><b>9. Outdoor school hall and outdoor learning update (incl. progress on designs and fundraising, what else can parents do to help?)</b></p> <p><b>What next now we have raised funds.</b></p> <ul style="list-style-type: none"> <li>• Planning permission should happen quite quickly, meeting 05/11 to decide on which structure, and for artificial flooring (prices for artificial turf are v low currently).</li> <li>• Dependent mainly on contractor availability.</li> <li>• Add updates to FOL website and plan for a press story when erected.</li> </ul>	
<p><b>10. Discussion: Draft fundraising plan and new ideas/suggestions</b></p> <ul style="list-style-type: none"> <li>• Auction of Promises - in 2021?</li> </ul> <p><b>Commitments for Autumn Term 1:</b></p> <ul style="list-style-type: none"> <li>• Submit application to Foyle's for up to £10k of non-curriculum books</li> <li>• Release Larkrise Recipe Book for pre-Christmas sales</li> <li>• Apply for grants for OPAL playground refurbishment</li> <li>• Community-building event(s) to replace the Winter Fayre</li> </ul>	

<p><b>11. Communications update (FoL website, social media and GDPR, current ways for parents to communicate with FoL)</b></p> <ul style="list-style-type: none"> <li>• WhatsApp groups are not inclusive (not all parents are in the Class groups),</li> <li>• GDPR compliant so long as parents are given opportunities to opt in regularly (annually?).</li> <li>• Need written consent to be able to use images on social media/website (included on the school application form now).</li> <li>• At the moment school takes photographs and shares the photos with FoL.</li> <li>• <b>MR</b> - don't recommend using the same content/messaging on all social media channels.</li> <li>• Classlist <a href="https://classlist.com/">https://classlist.com/</a> is GDPR compliant, and you can easily create special interest groups, only downsides are that you can't add attachments, and will require parents to download an additional app</li> <li>• Run campaign to encourage parents to adopt Classlist?</li> <li>• Better for school-wide messaging / two-way communications.</li> </ul> <p><b>ACTION: JG will contact other schools to see how they are using it.</b></p> <ul style="list-style-type: none"> <li>• <b>MR</b> has drafted a communications strategy</li> </ul> <p><b>ACTION: Share with committee communication Strategy.</b></p> <p><b>Discussion: How would parents like to receive FoL messages?</b></p> <p><b>ACTION: Proposal: FoL to adopt and promote Classlist to solve GDPR problem and decrease number of social media platforms and groups across school for class, year, and special interest groups.</b></p>	<p><b>JG</b></p> <p><b>MR</b></p> <p><b>MR</b></p>
<p><b>12. Launch of Parent Volunteer Register for school (what, why, when, how)</b></p> <p>See above re working groups</p>	
<p><b>13. Proposal: Forest Food project (planting food trees on school grounds)</b></p> <p><b>ACTION: ET and ST to meet with JG to develop the proposal further, it aligns perfectly with the school's plan and Cutteslowe did exactly the same thing.</b></p> <p><b>ACTION: ET/ST/JG to liaise with CI so she can apply for grant funding once they decide what needs to be purchased, and how much it will cost.</b></p>	<p><b>ET, ST &amp; JG</b></p> <p><b>ET, ST, JG &amp; CI</b></p>
<p><b>14. Proposal: Street Tag: An Oxfordshire County Council initiative to encourage exercise through a free smartphone app.</b></p>	

School will pursue.	
<p><b>15. Discussion: Parent/Carer Class Representatives (responsibilities, election process, FoL as well as school reps?)</b></p> <ul style="list-style-type: none"> <li>● Need a conduit for feedback from the parents to the school, meet during school day.</li> <li>● Could be entirely separate to FoL reps.</li> </ul>	
<p><b>16. Any Other Business (AOB)</b></p> <p>Would be nice to do something around the festive season...</p> <ul style="list-style-type: none"> <li>● Poetree, Steve Larkin</li> <li>● <a href="https://www.eastoxfordmarket.org.uk/stallholders/11-produce-information/213-poet-tree">https://www.eastoxfordmarket.org.uk/stallholders/11-produce-information/213-poet-tree</a></li> <li>● Larkrise Light Festival? Making lanterns, window displays</li> <li>● Auction of Promises</li> <li>● Themed events for Fridays - Carol Songs with Giles and Carys, storytelling around the world theme of LIGHT and FIRE and WARMTH.</li> </ul> <p>Date of next FOL meeting - 6th January 2021</p>	