



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

**Minutes of a Meeting of Friends of Larkrise  
held on Wednesday 27th January 2021 at 7pm (Virtual via Google Meet)**

**Present:** Naomi Douglas (**ND**) - Chair  
Jon Gray (**JG**) - Headteacher  
Camilla Ip (**CI**) - Fundraising & Parent Governor  
Mariana Russo (**MR**) - Communications (from 8pm)  
Charlotte Stewart (**CS**) - Deputy Headteacher

**Apologies:** Emma Thomas (**ET**) - Secretary  
Melanie Witt (**MW**) - Treasurer

Initials of others in the minutes: Steve Thomas (**ST**) Parent

Minute	Action
<b>1. Welcome, Introductions and Apologies</b>  Meeting not quorate, so had an informal discussion.	
<b>2. Approval of draft minutes of AGM held 4 November 2020</b>  Seems fine, need to distribute to the parent community with the agenda for the next meeting so we can vote to approve these formally at the next meeting.	
<b>3. Chair's summary of Term Autumn 2 2020/2021</b>  <ul style="list-style-type: none"><li>• We had the big fundraiser for the outdoor school hall.</li><li>• The FoL website is up and running.</li></ul>	
<b>4. Financial update (earnings, expenses, current balance)</b>  <b>Income:</b> <ul style="list-style-type: none"><li>• £29,912.94 - 75% of the localgiving campaign for outdoor school hall (remainder to be transferred by localgiving shortly)</li><li>• £365 - Halloween Party</li><li>• £51 - Easyfundraising / Amazon Smile commissions since August 2020</li></ul> <b>Expenditure:</b> <ul style="list-style-type: none"><li>• £106.94 - Annual license for Librarika library cataloguing software</li></ul>	

Signed:

(FoL Chair)

Date:

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<ul style="list-style-type: none"> <li>• £104.50 - Website hosting and domain registration</li> </ul> <p><b>Funds allocated to an approved project but still in FOL bank account:</b></p> <ul style="list-style-type: none"> <li>• Approx. £50,000 (much of this is the £20k for the outdoor hall, £3k for EYFS garden, approx. £3k towards the library refurbishment)</li> </ul> <p><b>Funds unallocated:</b></p> <ul style="list-style-type: none"> <li>• £6,800</li> </ul> <p><b>ACTION: MW will liaise with Rachel (the school's business manager) to receive receipts for purchases, so the school can be reimbursed by FoL.</b></p>	<b>MW</b>
<p><b>5. School's update (incl. funding wish-list and/or priorities)</b></p> <p><b>Funding wish-list, including:</b></p> <ul style="list-style-type: none"> <li>• EYFS garden equipment (£3,000)</li> <li>• Y3 Books (£240)</li> <li>• Outdoor school hall (£2,000)</li> </ul> <p>Funding requests from the school: The three requests will be discussed at the next meeting.</p> <p>Library refurbishment: Installation over next two days.</p> <p>COVID circuit-breaker update: Five children at school at the moment. Limited staff are currently allowed into the school buildings and the site has been deep cleaned in preparation for a return of more key worker and vulnerable children on Monday 1 February 2021.</p> <p>It's been a very strange year so far. <b>JG</b> is incredibly proud of what the staff have achieved. <b>JG</b> has been the headteacher for some time, and this has been the most challenging time of his career. After the change in plans from opening to all in January to remote learning the school had to turn things around very quickly. It's been a steep learning curve for everyone, especially with so many staff unwell. At this point, it's helpful to take a moment to think about what we've achieved, and the challenges we've overcome.</p> <p>The school has been collecting feedback on remote learning. There has been positive feedback from children. There are reports of both too much and too little, and we will soon be offering open sessions to parents on how to better use the Google Classroom system.</p> <p>It's a huge amount of work for staff. Our catchment is so different. We have a very different economy for IT, and lots of children are still using paper packs, which is a huge amount of work, but we're aiming to get everyone online. We continue to roll out lots of chromebooks and free internet. Magdalen College</p>	

<p>School has donated 26 chromebooks, parents have donated 9 so far, and fundraising by RLT is also going well. Approx 100+ children are not engaging with remote learning, online but we're hoping to get 100% online in the next few weeks. In the meantime, our TAs are phoning parents to support home learning and getting their children online.</p> <p><b>CS</b> and Morag Scott have taken the lead on remote learning, and our staff are really positive about what has been achieved. They are really enjoying the positive virtual meetings. We realise that there is a mixed economy in terms of time that parents can spend supporting remote learning, and the ability of children to use the technology. We are trying to add something new every week. For example, Year 4 is doing sharing assemblies and putting work on the screen to share, which has been working well.</p> <p>We are still unsure of when we will re-open for all children, although the government has announced 8 March 2021.</p>	
<p><b>6. Update: Grant fundraising (new applications and successful bids)</b></p> <ul style="list-style-type: none"> <li>• Awarded grant of £300 from British Science Association to support British Science Week in March 2021.</li> <li>• Joined Benevity - hoping for donation from Google (ongoing).</li> <li>• Submitting grants for MUGA and playground.</li> <li>• Cookbook still in preparation</li> </ul>	
<p><b>7. Voluntary contribution scheme (letter, meeting, when?)</b></p> <p>Agreed to proceed with this just after the half-term break. Jon will draft a letter to parents for Camilla to review by end next week.</p>	
<p><b>8. Update: Outdoor school hall project</b></p> <p>The contractor has made a site visit. The installation will happen in February.</p>	
<p><b>9. Update: Library refurbishment project</b></p> <p>Being installed Thu+Fri this week.</p>	
<p><b>10. Update: Forest Food project (planting food trees on school grounds)</b></p> <p><b>JG</b> hashad a meeting with <b>ST</b>. Was going to have a walk around on 18 Jan which was cancelled. <b>ST</b> has a copy of the site plan. Hope to have more news at the next meeting.</p>	

<p><b>11. What fundraising events shall we run in Terms 2A and 2B?</b></p> <p><b>Suggestions discussed:</b></p> <ul style="list-style-type: none"> <li>● School lottery <a href="https://www.yourschoollottery.co.uk/">https://www.yourschoollottery.co.uk/</a> Oxford Lottery? The city one, Prizes go to you (parents), with small trickle of donations per ticket to the school.</li> <li>● Camp out with bubble toilets?(CS)</li> <li>● A ceilidh! (CS)</li> <li>● Year 6 residential (CS)</li> <li>● Online quiz (Who to run it? What technology to use?)</li> <li>● Singing event, possibly run by one of the teachers? (CS)</li> <li>● Virtual talent show for the kids? (CS)</li> <li>● Larkfest online (incl. Tweedy the clown?)</li> <li>● Easter/Spring craft packs for sale?</li> <li>● World Book Day - photo collage?</li> <li>● International Evening - online culture presentations?</li> </ul> <p><b>Decisions so far:</b></p> <p>Online quiz in Autumn 2.  Craft Packs in Autumn 2.  Plan for Larkfest Online in Summer 2.</p>	
<p><b>12. Parent/Carer Class Representatives (responsibilities, election process)</b></p> <p>To be discussed at the next meeting.</p>	
<p><b>13. Communications strategy (website, Classlist)</b></p> <ul style="list-style-type: none"> <li>● <b>MR</b> presented her communications strategy.</li> <li>● The FOL website is now live, and includes a Volunteer Sign Up form</li> </ul>	
<p><b>14. Update: Need for brief EGM at start of next meeting</b></p> <p>The next meeting will be preceded by a brief EGM, which requires 21 days notice.</p>	
<p><b>15. Any Other Business (AOB)</b></p> <p>Date of next FOL meeting - 7pm Wednesday 24 February 2021 (Spring 2)</p>	