

FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

MEETING

Wednesday 21 April 2021 at 7.20pm (Virtual via Google Meet)

MINUTES

Present: Naomi Douglas (ND - Chair), Melanie Witt (MW - Treasurer), Emma Thomas (ET - Secretary), Camilla Ip (CI - Non-event fundraising), Jon Gray (JG - Headteacher), Danny Yee (DY), Rose Rolle-Rowan (RRR), Melisa Akdogan (MA).

Apologies, Chris Graham, Charlotte Stewart

| Item | Action |
|---|--------|
| 1. Welcome, Introductions and Apologies | |
| Welcome to any new attendees | |
| 2. Approval of draft minutes of meeting held 24 February 2021 | |
| Approved. | |
| 3Action Tracker pending actions | |
| - Page in Larkrise Look for FOL - celebration of what has been | |
| achieved/funded that term [ACTION: ND: due by 30th April - outdoor | ND |
| classroom, library etc] | |
| - New Parent Welcome Packs - A4 sheet, what is FOL, by half term | СІ |
| [ACTION: CI] | |
| - Cafe Plan for September (pending installation of fence - realistically we | ND/CI |
| may not be able to open) FOL committee to meet separately to review | |
| ideas for Cafe | |
| No uptake for Classlist Outdoor Working Party callouts | |
| - Holly M to be in touch re EYFS funding | CI |
| Video regarding class reps (before September) | |
| - Larkfest Save the Date? Needs to be more widely publicised. | |
| - New Parents Welcome Coffee Morning/after school - September - TBC - | |
| include Year 1/'new to the school' [ACTION: RRR and ET] | RRR/ET |
| - Food Forest - Sept/Oct planned planting of semi-mature trees [ACTION: ST | ST |
| - Stephen Thomas] | ET |
| Instagram - rationale? Do we decide to shelve this? [Check with MR] | |
| JG has sent CI info on subject leads to liaise with re | |
| Groovy Sue will provide some ideas in future for craft events | CI |
| - Safeguarding training - applies to regular volunteers (takes one hour and | |
| can be done online), can be run at any point in the year. | |
| - DBS also required for any regular volunteers. | |

| 4. School's Update Term 2B | |
|--|-------|
| | |
| - Focus for the first working party will be on clearing the site and putting up | |
| new raised beds, clearing EYFS areas. | |
| - This week Newsletter from school will have a sign up form for people to | |
| sign up for one hour slots, volunteers can bring their own tools (eg | |
| hammer). Kids welcome and can help with litter picking and weeding. | |
| - Needs additional publicity via FOL channels (FB/Twitter/WhatsApp) | |
| - Resource development plan - need a full breakdown of what is on the | |
| plan [JG] / prioritisation of tasks will be influenced by grant funding. | |
| ACTION: ND/CI to discuss resource development plan with JG | ND/CI |
| 5. FoL Fundraising Priorities | |
| - Lottery - only 13 tickets have been sold, Parentmail will go out tomorrow | |
| and posters will go up tomorrow (inside and outside of school) | |
| 6. Vacant roles | |
| - Volunteer coordinator (inc working parties) | |
| - Communications officer | |
| | |
| ACTION: Need messaging to go out via WhatsApp/social | |
| media/Parentmailand FOL website [MR] | MR |
| | |
| 7. Next working party 9th May (then 6th June and 4th July) | |
| (see above) | |
| 8. Communications | |
| - Website - CI can set up an integration with FB and Twitter to | СІ |
| automatically push out news items [ACTION] | |
| - FOLIAGE newsletter - issue 2 will go out this week [ACTION] | СІ |
| - Classlist - low uptake, can try to roll out to new September Reception | |
| parent cohort | |
| Instagram - not sure we have bandwidth to do this as well | |
| 9. FoL Non-Events Fundraising (FOLNEF) update | |
| | |
| Donations/grants : TOTAL approx. £5,065 | |
| The Gypsy Baker workshop raised £135 | |
| Doris Field Charitable Trust donates £500 | |
| D L M Charitable Trust donates £2,000 | |
| Stanton Ballard Charitable Trust pledges $\pounds1,000$ to outdoor redevelopment | |
| School Gardening Appeal raises approx. £1,300 (parent donations) | |
| Anonymous donation of $\pounds100$ for gardening appeal | |
| Tesco donated \pounds 30 towards Easter chocolate for the school | |
| Shop : TOTAL approx. (£20 loss) Spring Craft Packs loses approx £20 due to low | |
| sale - if we try this again we should think about timings | |

| Two new grant applications. Cookbook still in progress. [ACTION] | СІ |
|---|-------------|
| One more reading helper has volunteered but has not been contacted | СІ |
| [ACTION: CI to ask HM] | |
| Outdoor Classroom will be going up soon. | |
| 10. Event Fundraising | |
| Auction of Promises (collect promises term 3A, open beginning term 3B - close end of term 3B - need to draft some text explaining what it is and how it works) Will people engage with a virtual event? Will people be hesitant to donate eg baked goods/homemade foods? Carry over to September | |
| Larkfest - better to approach for Larkfest sponsorship or for donations to auction of promises? | |
| ACTION: JG to speak to RLT and local schools about what other schools are doing re in person events | JG |
| ACTION: FOL committee to meet separately to look at Larkfest planning. | ND |
| 11. Other fundraising ideas Amazon Smile - needs phone authorisation [MW/ND] Can we do more to promote easyfundrasing/Amazon Smile? Use the easyfundraising video, browser extension [ND] add to new parent packs - add regular reminders on other messages | MW/ND ND |
| 12. Any Other Business (AOB) | |
| FOL thanks our outgoing Communications Officer Marianna Russo and Working | |
| Party Coordinator Chris Graham | |
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| JG: Staff members are still recovering from Covid so we have several supply teachers covering - please bear with us. Could we hold the 9th June meeting in person? (Indoor or Outdoors - TBC - | ND |

Next working party: Sun 9th May

Next meeting: Wed 9th June 2021