

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