



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

DRAFT MINUTES

Wednesday 9th June 2021 at 7pm (Virtual via Google Meet)

Initials: Naomi Douglas (**ND**) - Chair, Jon Gray (**JG**) - Headteacher, Charlotte Stewart (**CS**) - Deputy Headteacher, Melanie Witt (**MW**) - Treasurer, Emma Thomas (**ET**) - Secretary, Camilla Ip (**CI**) - Grant Fundraising, Rose Rolle-Rowan (**RRR**).

Minute	ACTION
<p>1. Welcome, Introductions and Apologies - welcome to Rachel Forsyth, and Melisa Akdogan who joined us this evening (Ernesto Gomez, joined later)</p>	
<p>2. Approval of draft minutes of <u>EGM</u> and <u>meeting</u> held 21 April 2021</p>	
<p>3. Larkrise Cafe</p> <ul style="list-style-type: none"> • Run on a Friday so that people could stay on after school (approx one hour), community/social aspect as well as fund-raising. • Would need to be near a source of electricity - near green building or main building. • Need to work on fencing first around the childcare area, so could be launched in Autumn Term (earliest) • FoL to come up with some costings for some kind of free-standing self-contained structure. • Considerations/restrictions re queueing/large groups of people? • Would need parent volunteers to staff the Cafe. • Suggested parent consultation to assess interest (both in attending and volunteering) • Could be combined with 'attractants' like music being played/artwork being displayed. • The school already has an urn for hot drinks. • Trial run - after school on Friday 17th September - Welcome to New Parents but open to all (ET/ND/RRR) 	
<p>ACTION: ET to set up WhatsApp chat to discuss Cafe/Welcome on 17 Sep 2021</p>	ET
<p>4. Volunteer Day</p> <ul style="list-style-type: none"> • Finalise list of tasks for volunteer day on Sunday 13 June 2021 • Wood still has not arrived for raised beds • Last time a lot of people came even though they had not signed up. • Group of parents have been growing seedlings which need to be 	JG, CI

Signed:

(FoL Chair)

Date:

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<p>planted ASAP.</p> <ul style="list-style-type: none"> • Could dig beds direct into ground for time being and build the raised beds at a later date. Measure out beds on Friday ready to be dug out. • EYFS more clearing and work in Forest School as well (CS to email Fiona - to give us a list of what needs to be done), OPAL Shed, clearing sandbags • Painting Groovy Sue's container - to be done in July? (Good Gym?) • FOL to cover costs of buying in some pastries/fruit - Camilla to bring her pizza oven! • Lollies!! • JG to send around a sign up sheet tomorrow 	
<p>5. Pending items from last meeting</p> <ul style="list-style-type: none"> • New Parent Welcome Packs (draft here: ☰ New Starter Pack June 2021) • Add Friday 17th Afternoon Tea/Coffee date to new starter packs (ET) • We still have vacant roles to fill: volunteer coordinator, website admin, social media admin (Oly Shipp has offered to take on social media from September) • Naomi will be stepping down as Chair from September (could be two co-Chairs?) <p>ACTION: Advertise for vacant roles</p>	CI
<p>6. School's Update (Term 3B)</p> <ul style="list-style-type: none"> • Finalising budget for next academic year and dates (eg sports days) • Roll for September looking good (Reception full/almost full which is good compared to city averages) • Working on curriculum and developing SEN Charlotte SENCo from Sept) • School Streets - lots of positive feedback but some vehemently negative feedback • Holiday childcare will not be available until Summer 2022 	
<p>7. Fundraising Update</p> <ul style="list-style-type: none"> • Lottery Update - 48 tickets at highest point, now 38 tickets (JG has won twice and kindly donated his winnings to FoL) - add logos to the newsletters? • Grants Update <p>- £500 from Magic Little Grants for gardening equipment (CI to check any restrictions)</p> <p>- grant writing team: CI/RRR/MA/Gemma Humphreys - meeting on Monday</p> <p>- Danny Yee and JG exploring grant funding for an additional cycle store with a 'green roof'</p>	
<p>8. Larkfest</p> <ul style="list-style-type: none"> • ET, CI and ND met on 26th May and agreed that there would not be sufficient lead time to organise Larkfest this year, given COVID restrictions. 	

<p>9. Other fundraising ideas</p> <ul style="list-style-type: none"> • Cookbook (with CI to complete) • Doughnut sales (MW) - Krispy Kreme fundraiser (order lead time)...12 per box, could split a box with another family? Aim for Friday 16th July? (Would need to be ordered by...TBC?) • Amazon Smile - MW/ND needs phone authorisation - after this meeting • Stickins labels commission (MW) - 5 free for new starter packs? • Design Your Own Water Bottle? • Promoting easyfundrasing and Amazon Smile. Use the easyfundraising video (JG embed into next Newsletter), browser extension... <p>ACTION: [ET] add to new parent packs</p>	<p>ET</p>
<p>10. AOB</p> <ul style="list-style-type: none"> • Hiring outdoor hall (Melisa to organise a trial band practice to assess sound levels - can use an app to record/measure Db) - the hall does not currently have power. Scale of charges TBC. Indemnity insurance would need to be taken out by groups using the hall • Official 'opening' of Outdoor Hall nearer end of term • Agree date for AGM Weds 22nd September - encourage attendance esp from new parents • Furniture for (close to) Outdoor Hall? Round picnic tables? 	

The next meeting will be the FoL AGM, 22nd September 2021, 7pm