



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

MEETING AGENDA

3rd November 2021 at 7pm (Virtual via Google Meet)

Initials: Naomi Douglas (**ND**) and Katie Mills (**KM**) - Co-Chairs, Jon Gray (**JG**) - Headteacher, Charlotte Stewart (**CS**) - Deputy Headteacher, Melanie Witt (**MW**) - Treasurer, Emma Thomas (**ET**) - Secretary, Oly Shipp (**OS**) - Social Media, Camilla Ip (**CI**) - Grant Fundraising & Parent Governor, Agnes Ragondet (**AR**) - Volunteer Coordinator, Rose Rolle-Rowan (**RRR**), Jane Millin (**JM**) - Forest School teacher.

Agenda Item	Lead	Timing
1. Welcome, Introductions and Apologies	ND,KM	7:00pm
2. Approval of draft minutes of last meeting Draft minutes of the Meeting held 9 June 2021. Draft minutes of the AGM held 22 Sep 2021.	ET	7:05pm
3. Update from the school <ul style="list-style-type: none"> - Summary of Term 1A, plans for Term 1B - Voluntary regular donation scheme - Update from Jane Millin (Forest School teacher) 	JG,CS JM	7:07pm
4. Funding requests from the school <ul style="list-style-type: none"> - Y1 theatre trip (Holly Marriot) £364 - Outdoor benches for Forest school (Jane Millin) £160 - 6x outdoor wellie cupboards (Jane Millin) £2,220 - Electrical sockets and lighting for outdoor Hall (Jon Gray) £1,000 - New polytunnel (12ft wide, 30ft long), with side ventilation and crop bars, raised beds, and 2x potting tables (Jane Millin) £2,260 - Polytunnel water collection system: 2x side-rail gutters (£120) and 2x 1250L new food-safe IBD plastic water tanks in steel frame (£540), and garden hoses and misc connectors/accessories (£140) (Jane Millin) £800 - TOTAL REQUESTED = £6,804 	JG,JM,CI	7:15pm
5. Larkmas (Winter Fair) - overall plan <ul style="list-style-type: none"> - Organising committee - Confirm time - List of stalls, activities, trails, decorations (e.g., fairy lights), etc. - COVID precautions, especially food hygiene (online course?) - Plan B for wet weather, or introduction of stricter COVID rules - Volunteer to draft leaflet 	ND	7:21pm

6. Volunteer Day <ul style="list-style-type: none"> • Tree planting on Sun 14 November (FoL coordinating rep?) 	JG	7:36pm
7. Larkrise Cafe + Meet-The-Head <ul style="list-style-type: none"> - Change to 3:00 to 4:30 so it's open when after-school clubs finish? - Suggest each year group take turns to coordinate? - How many per term/year? 	CI	7:40pm
8. Communications update <ul style="list-style-type: none"> - Results of parent survey - Call for communications co-lead for content writing (social media posts, leaflets, website blog posts and updates), uploading website updates, website technical maintenance - How to improve parent-parent and parent-FoL communication? <ul style="list-style-type: none"> - WhatsApp in favour of Classlist? - Increase transparency and inclusivity of WhatsApp discussion groups on FoL website, with details of admins so anyone can ask to join? - A Google Form for anonymous feedback/suggestions to FoL? 	ET CI	7:43pm
9. Grant Fundraising update	CI	7:47pm
10. Ideas and dates for Term 2A and 2B events	ND,KM	7:48pm
11. Pending items from last meeting	ET	7:56pm
12. Any Other Business (AOB)	ND	7:58pm