



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

**Minutes of a Meeting of The Friends of Larkrise  
held on Wednesday 3 November 2021 at 7pm (Virtual via Google Meet)**

**Present:** Naomi Douglas (**ND**) - Co-Chair  
Katie Mills (**KM**) - Co-Chair  
Jon Gray (**JG**) - Headteacher  
Melanie Witt (**MW**) - Treasurer  
Emma Thomas (**ET**) - Secretary  
Camilla Ip (**CI**) - Grant Fundraising & Parent Governor  
Agnes Ragondet (**AR**) - Volunteer Coordinator  
Oly Shipp (**OS**) - Communications  
Justine Glazebrook (**JG**)  
Joanna Zapisek (**JZ**)  
Ruth Hansen Smith (**RHS**)  
Gemma Humphrey (**GH**) - Grants Team  
Jane Millin (**JM**) - Forest School Lead  
Mim Saxl (**MS**)  
Shelly Lachish (**SL**)  
Rose Rolle-Rowan (**RRR**) - Grants Team  
Jo Freer (**JF**)

Minute	Action
<b>1. Welcome, Introductions and Apologies</b>  Apologies received from Charlotte Stewart. Meeting was quorate. Welcome to lots of new parents joining tonight.	
<b>2. Approval of draft minutes of last meeting</b>  Minutes of meeting held 9 June and AGM/Meeting held 22 September 2021 approved.	
<b>3. Update from the school</b> <ul style="list-style-type: none"><li>- Summary of Term 1A, plans for Term 1B</li><li>- Voluntary regular donation scheme</li><li>- Update from Jane Millin (Forest School teacher)</li></ul>	

Signed:

(FoL Chair)

Date:

1 of 5

New boiler and lots of building work has happened in just the 7 days of half term break. Much of the funding for building work has come from the Trust. EYFS has had new furniture added and has been repainted - looks excellent.

The flooding at the school was discussed, Thames Water did respond more quickly this time. We need to ensure that the drain is scheduled to be cleared once per year.

Voluntary donation scheme - letter to go out shortly which will explain why we are doing this, being finalised, some parents would prefer to give a regular donation to the school.

Update from Jane Millin: in post since the start of September, working with Foundation, Y4 and Y6, after Christmas, will work with other year groups, rotating basis. Forest school clubs for all year groups and working with the eco-warrior club to get Green Flag Award. Planting seeds from Boundary Brook nature park.

**4. Funding requests from the school**

- Y1 theatre trip (Holly Marriot) £364
- [Outdoor benches](#) for Forest school (Jane Millin) **£160**
- 6x [outdoor wellie cupboards](#) (Jane Millin) **£2,220** - will help to protect new flooring and cut down on cleaning, an easier transition between inside and outside may encourage teachers to go outside more with the pupils, should last around 10 years
- Electrical sockets and [lighting](#) for outdoor Hall (Jon Gray) **£1,000** - this will also enable the school to hire out the outdoor area more easily
- New [polytunnel](#) (12ft wide, 30ft long), with side ventilation and crop bars, raised beds, and 2x potting tables (Jane Millin) **£2,260** - will enable pupils to see faster results with growing plants/trees - much of this is linked to the curriculum
- 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** - will help keep growing plants alive over holidays/hot weather
- TOTAL REQUESTED = **£6,804**

**ACTION:**

- **JG to talk to HM, school/parents to cover the Y1 theatre trip as we need to consider allocating funds fairly across year groups** JG
- **For larger items, we should look to get additional quotes to get the best price. Could we look for a second hand frame (Mim Saxl to speak to Phil at City Farm and Cultivate).** MS
- **Approval given for Electrical sockets and lighting (£1,000), 6 Wellie Cupboards (£2,220), and Outdoor benches (£160) - TOTAL £3,380**

<ul style="list-style-type: none"> <li>- <b>We should pick one Big Ticket Item to fundraise for - eg climbing frame OR polytunnel</b></li> </ul>	
<p><b>5. Larkmas (Winter Fair) - overall plan</b></p> <ul style="list-style-type: none"> <li>- Organising committee: RRR, Jo Freer, Ruth, Shelly, Gemma, Katie, plus commitments to run specific activities from Hannah B, Jim Robineau, RRR, Mim (bird feeders)</li> <li>- COVID precautions, especially food hygiene (online course?)</li> <li>- Plan B for wet weather, or introduction of stricter COVID rules</li> <li>- Volunteer to draft leaflet</li> </ul> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>- Good response to the Tuesday afternoon after school meeting: ideas incl borrowing a marquee from St Gregs to put up alongside the outdoor shelter (Flo Fest may also have marquee/lights we could borrow), RRR would be able to put on an outdoor trail (50p?), hay bales for climbing on (risk assessment), Living Nativity, Recycled Tat Jam Jars (50p), Horns of Plenty music, Jim - Christmas Carol themed tombola, humbugs in a jar, 're-gifting' stall (nearly new stuff), Christmas Jumper stall, books of tokens to buy things with, stalls for crafty businesses to sell things, HB offered to organise soup and rolls to be baked &amp; sold.</li> <li>- Timings - would most people prefer right after school - so 3-6pm</li> <li>- Xmas Photobooth? Sledge Photo Opportunity?</li> <li>- Mrs Gray's bar - would provide free of charge if volunteers can help to staff it</li> <li>- Separate stalls for alcoholic/non-alcoholic drinks</li> <li>- Can we have an open fire? (risk assessment needed) - Forest School</li> <li>- Bird feeders - Mim</li> <li>- Onesie swap stall?</li> <li>- Bring a decorated glass jar with a tea light in to place (people may already have them from Light Night on the 20th)</li> <li>- Mule/Donkey - Mim</li> <li>- Tinkly Oven Shelf! - Mim</li> </ul>	
<p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- <b>We definitely need a Plan B for inclement weather - which core events can happen even if weather is not good?</b></li> <li>- <b>Overall plan/layout plan - RRR and JG</b></li> <li>- <b>Planning meeting Monday 8th November, 8pm, online</b></li> <li>- <b>Emma T to ask Emma El Salahi re fliers/posters</b></li> <li>- <b>Food servers to use masks/gloves/and have a basic briefing on safety</b></li> <li>- <b>Naomi to set up WhatsApp group for organising committee</b></li> </ul>	<p><b>ND,KM</b></p> <p><b>RRR,JG</b></p> <p><b>ND,KM</b></p> <p><b>ET</b></p> <p><b>CI</b></p> <p><b>ND</b></p>

<ul style="list-style-type: none"> <li>- RRR to send out a Save the Date email and ask for expressions of interest for food businesses / craft businesses (ask for donation/% of money raised)</li> <li>- For Larkfest in Summer - approach local estate agents re funding?</li> </ul>	<p>RRR</p> <p>?</p>
<p><b>6. Volunteer Day</b></p> <ul style="list-style-type: none"> <li>• Tree planting on Sun 14 November - £30 per tree</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Promotion needed via Parentmail - could we pay via Parentmail as well</li> </ul>	<p>JG</p>
<p><b>7. Larkrise Cafe + Meet-The-Head</b></p> <ul style="list-style-type: none"> <li>- Change the one on Friday 19th to 3:00 to 4:30 so it's open when after-school clubs finish?</li> <li>- Suggest each year group take turns to coordinate?</li> <li>- How many per term/year?</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- [ND] Could we do a 30 min free juice stall in Foundation garden - hand out fliers?</li> </ul>	<p>CI</p>
<p><b>8. Communications update</b></p> <ul style="list-style-type: none"> <li>- Results of parent survey - only 16 respondents but we didn't manage to publicise it very well - generally people seemed happy to buy food/alcoholic beverages, someone suggested a nearly-new clothes sale</li> <li>- Call for communications co-lead for content writing (social media posts, leaflets, website blog posts and updates), uploading website updates, website technical maintenance</li> </ul> <p><b>ACTIONS:</b></p> <ul style="list-style-type: none"> <li>- Need a call for volunteers to join a comms team - content writing, updating website, coordinating team - separate meeting</li> </ul>	<p>CI,ND,KM</p>
<p><b>9. Grant Fundraising update</b></p> <p>No update this meeting</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>- Apply for Green Party funding opportunity - due 26 Nov 2021</li> </ul>	<p>CI</p>
<p><b>10. Ideas and dates for Term 2A and 2B events</b></p> <ul style="list-style-type: none"> <li>- World Book Day?</li> <li>- Easter Egg Treasure Hunt? (link to the Tree Trail?)</li> <li>- Cafe dates?</li> </ul>	

<ul style="list-style-type: none"> <li>- Volunteer days restart in February</li> <li>- Provisional date for Larkfest - Friday June 24th</li> <li>- Great Larkrise Campout - previous week in June</li> </ul>	
<p><b>11. Pending items from last meeting</b></p> <p><b>ACTION: to follow up via email</b></p>	<b>Committee</b>
<p><b>12. Any Other Business (AOB)</b></p> <p><b>ACTION: None</b></p>	

**Date of next meeting: 12th January 2022 - 7.30-9.00pm**