



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

**AGENDA of a Meeting of The Friends of Larkrise  
to be held on 12th January at 7.00pm (Virtual via Google Meet)**

**Initials:** Katie Mills (KM) - Co-Chair, Naomi Douglas (ND) - Co-Chair, Jon Gray (JG) - Headteacher, Charlotte Stewart (CS) - Deputy Headteacher, Melanie Witt (MW) - Treasurer, Emma Thomas (ET) - Secretary, Oly Shipp (OS) - Communications, Camilla Ip (CI) - Grant Fundraising & Parent Governor, Rose Rolle-Rowan (RRR).

Minute	Lead
<b>1. Welcome, Introductions and Apologies</b>	ND/KM
<b>2. Approval of <a href="#">draft minutes</a> of last meeting (3 November 2021)</b>	ET
<b>3. Larkmas</b> <ul style="list-style-type: none"><li>• Feedback</li><li>• Any lessons learned for next time?</li><li>• Funds raised?</li></ul>	KM/RRR/ND/ MW
<b>4. Larkrise Cafe</b> <ul style="list-style-type: none"><li>• How often? Day? Timings?</li><li>• Could different year groups take turns to run them?</li><li>• What equipment might be needed?</li><li>• Agree pricing?</li></ul>	JG
<b>5. Communications</b> <ul style="list-style-type: none"><li>• How to improve parent-school communications?</li><li>• WhatsApp over Classlist</li><li>• Increase transparency and inclusivity of WhatsApp discussion groups on FoL website, with details of admins so anyone can ask to join?</li><li>• Emma to follow up on pull up banner with Emma El-Salahi</li><li>• Communications Lead for FOL still needed - content writing (social media posts, leaflets, website blog posts and updates), uploading website updates, website technical maintenance</li></ul>	JG, CI
<b>6. Pending items from last meeting</b> <ul style="list-style-type: none"><li>• Funding requests: polytunnel and rainwater collection system</li><li>• Update on items funded since last meeting</li><li>• Summer Campout - welcoming new families to FOL</li></ul>	MW
<b>7. School's Update (Term 2A)</b>	JG

Signed:

(FoL Chair)

Date:

1 of 2

<b>8. Fundraising Update</b> <ul style="list-style-type: none"> <li>Note from Katie: councillor has some funding available. Can we discuss ideas?</li> </ul>	CI/RRR
<b>9. Larkfest</b> <ul style="list-style-type: none"> <li>24 June - agree lead time for planning, when to call out for organising committee?</li> </ul>	ND/KM
<b>10. AOB</b>	ND

**The next meeting will be 2nd March 2022 at 7.30pm.**