



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

**MINUTES of a Meeting of The Friends of Larkrise
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**) - Morag Scott-Smith (**MSS**) , Melanie Witt (**MW**) - Treasurer , Emma Thomas (**ET**) - Secretary, Camilla Ip (**CI**) - Grant Fundraising & Parent Governor, Rose Rolle-Rowan (**RRR**). Ruth Hansen-Smith (RHS), Hannah Bironzo (HB). Melisa Akdogan (MA)

Minute	Lead
1. Welcome, Introductions and Apologies	ND/KM
2. Approval of draft minutes of last meeting (3 November 2021) - approved	ET/all
<p>3. Larkmas</p> <p>Ticket system seemed to work well from both a parent and stallholder point of view (although perhaps a tendency for kids to buy more sweets than they might if more closely regulated by parents!). Some accounting faff but not too bad. Need to reinforce that tickets should be carefully looked after - to show what each stall made? Queue to buy tickets was manageable. Need to be clear which stalls are NOT accepting tickets.</p> <p>Outside worked well (less hot and busy) but obviously weather dependent.</p> <p>Some confusion about provision of items on teacher-run stalls (school). Be clear that teachers don't also need to sign up to 'volunteer' themselves.</p> <p>Could have done with additional volunteers for set up/clear up.</p> <p>Perhaps next time we could do the food ourselves to earn more? Clearer guidance for volunteers on each stall (eg safety of hot drinks). Risk assessment needs to be done in plenty of time to circulate in advance.</p> <p>Lots of 'new' volunteers - we should be proud of what was achieved in very challenging circumstances.</p>	KM/RRR/ND/ MW

<p>Need to ensure we have a designated First Aider allocated for duration.</p> <p>Kids greatly enjoyed the 'activity' stalls - with a prize! Bird feeders were less popular. Need to be clearer about the quality of the nearly new donations.</p> <p>Independent stallholders didn't make much so it was a lot of admin for us in return for not much benefit to FOL. Perhaps we can ask Community Centre how they manage their Xmas craft fair?</p>	
<p>4. Larkrise Cafe</p> <p>Would be good to switch around the days?</p> <p>CI has some documented process notes - we need someone from the committee to oversee it each time.</p> <p>Can we ask the Cafe group WhatsApp chat if there are a few people who can agree to take turns to supervise? In particular, we need more than one person to help with setting up the urn and packing everything away.</p> <p>Could we only sell cold drinks & donated cakes to make it easier?</p> <p>Ice lollies in summer!</p> <p>Strip back to cake sale only for time being?</p> <p>Target Y6 for 4th March and Y5 in 1st April</p>	<p>JG</p>
<p>5. Communications</p> <p>Emma to follow up on pull up banner with Emma El-Salahi</p> <p>Communications Lead for FOL still needed - content writing (social media posts, leaflets, website blog posts and updates), uploading website updates, website technical maintenance. Could we split the role - someone the lead the Comms committee, someone to update the website, someone to write copy?</p> <p>Draft some info to go out in the newsletter - CI</p> <p>Agreed we will abandon trying to make Classlist the default.</p> <p>How can we ensure we include parents who are not on the current groups - can we set up a QR code for each up on a poster in the window/school can promote it?</p>	<p>JG, CI</p>
<p>6. Pending items from last meeting</p> <ul style="list-style-type: none"> Funding requests: polytunnel and rainwater collection system - we have £1,000 in funding already...Camilla to talk to Rachel. Green councillor to visit school - offline discussion - can we come up with a list of items as we are not sure what funding is available (needs to be spent by end March - 	<p>MW</p>

<p>suggest aim for £5,000 ballpark in total) - John to contact councillor Lucy Pegg via Gemma (cllrpegg@oxford.gov.uk)</p> <ul style="list-style-type: none"> • Update on items funded since last meeting - wooden boot stores ordered and benches. • Lighting - can school put in devolved capital funding toward the additional cost rather than have FOL provide the additional funding - John to investigate • Welcoming new families to FOL/School - <i>Teddy Bears Picnic</i> - end August? School to set a date and give us plenty of notice... 	
<p>7. School's Update (Term 2A)</p> <p>Please bear with us - things are tricky at the moment - staff are cleaning the school before we open the gates. Staffing issues, particularly support staff.</p>	JG
<p>8. Larkfest - need to link to school's 50th Birthday Party</p> <ul style="list-style-type: none"> • 24 June • Call out for core organising committee this term - Rose is happy to lead - ask people to come forward by end January? School NEWSLETTER and WhatsApp Class Groups • Enterprise Week will be the week before Larkfest - children will run their stalls at Larkfest. • Need to look back and see what was run last time at Larkfest. • Have first meeting before half term break - Monday 7th February 7.30 • Start working on raffle prize donations. • Estate Agent Sponsorship? 	ND/KM
<p>10. AOB</p> <p>(1) Librarika subscription for library cataloguing software: £107 - FOL approves funds</p> <p>(2) 25th Anniversary of Harry Potter - Bloomsbury can send out a free event pack - officially 3rd March but could we do something in Term 2B? Allied to World Book Day? Outside event? Action: HB to apply for the pack</p> <p>(3) Hannah is offering to donate 10% of sales of upcoming workshop if it can be promoted via Newsletter.</p> <p>(4) Move soil into garden beds before the next outdoor volunteer day on Sun 13 Feb? CI to organise</p>	ND

<p>(5) Large climbing frame: need to look at grant funding due to the high cost. CI to email Rachel and arrange times for firms to come and look at the site. Could we also do a Crowdfunder for the climbing frame? Ask Emma E-S if she can design us a totaliser to show progress.</p>	
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<p>(6) Can we agree future FOL meetings begin at 7.30 not 7pm - can we ensure the Google Meet link is stable too?</p>	
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The next meeting will be 2nd March 2022 at 7.30pm.