



FRIENDS OF LARKRISE (OXFORD) CHARITY NO: 118093

**MINUTES of the Meeting of The Friends of Larkrise  
to be held on 2nd March 2022 at 7.30pm (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, Rose Rolle-Rowan - Event Fundraising (**RRR**), Morag Scott-Smith (**MSS**), Helen Pearson (**HP**)

Minute	Action
<b>1. Welcome, Introductions and Apologies</b>	
<b>2. Approval of <a href="#">draft minutes</a> of last meeting (12 Jan 2022)</b> Approved	
<p><b>3. School's Update (Term 2B)</b></p> <ul style="list-style-type: none"> <li>Including playground redevelopment (landscaper plan? Climbing frame? "Water-vole city" with water pipes through grass/willow-covered earth.</li> </ul> <p>Last half term was very tricky for school improvement/childrens' progress due to the number of staff absent due to Covid/illness. Many schools are finding it difficult to recruit staff. Can parents help publicise any vacancies when they come out? Hopefully, things will settle during the rest of year and we will be able to have parents in the school more, for example, for Stay and Learn sessions. Next volunteer day we will be planting many trees on grounds and clearing eg Adventure Room - <b>20th March</b> - <i>could we approach Good Gym to help?</i> (Mark Lygo -sp?) SCA funding - governors will be looking at this at the next Resources sub-committee meeting Looking at budgets for next academic year, recruitment of new staff now for September. MSS looking at Inspire curriculum. Gemma Gold has returned from maternity leave, working on English/writing curriculum. CS - would be looking for our help with SEN - future meeting. <a href="#">JG met with Green Party councillor Lucy Pegg</a> - links to other funding and links with other groups around the city.</p>	

<p>SEN area - make this an area children can use for learning, add screening, picnic bench.</p> <p>Need to do an assessment/survey of field - find any services present, e.g., sewage that runs underneath the field.</p> <p>KM thanks all staff for everything on FOL behalf.</p>	
<p><b>4. Requests for funding:</b></p> <ul style="list-style-type: none"> <li>• Additional funding for electrics for canopy (£1,563.30 in addition to the £1,000 already approved) - agreed we will get a bit more detail from RF on the quote and what is included/whether we should get a second quote, then make a decision</li> <li>• Look to raise funds at Larkfest, and carry out works over summer break</li> </ul> <p>For amounts over £500 in future we need to ensure we have at minimum a formal quote in writing to sign off expenditure.</p> <p>We should retain £1,000 in FoL account as a minimum buffer.</p> <p>Could FOL consider an amount per class that teachers can use as a discretionary budget, or a regular amount dedicated to book purchases per half term? (MSS)</p> <p>ACTION: Discuss donation for amount per class per year at next meeting.</p> <p>ACTION: Liaise with the local Usborne book partner, who has requested a stall at the April FOL Cafe?</p> <p>Could we link the book ££ donations to the Cafes? Currently Cafes raise around £100 a time. [see point 9]</p>	<p>CI</p> <p>CI</p>
<p><b>5. Review of Action Tracker</b></p> <p>Not discussed</p>	<p>CI</p>
<p><b>6. Larkfest Planning Update</b></p> <p>Meeting to take place on 7th March. RRR is organising Larkfest (thank you Rose!).</p> <p>Link to Enterprise Week (week leading up to Larkfest), a school project where classes are given a budget and have to come up with a product.</p> <p>Need to consider access for set up day before/day of/Saturday clear up?</p> <p>50th - Golden Jubilee - invite past students to come along...article Oxford Mail?</p> <p>Aim to have different styles of music.</p> <p><b>ACTION:</b> Ask the children via School Council for ideas for Larkfest.</p> <p><b>ACTION:</b> 50th Golden Jubilee (who to liaise with school?)</p>	<p>JG, CS</p>

	WHO?
<p><b>7. Grant Fundraising Update</b></p> <p>No new grant submissions to report. Polytunnel funding (£1k) has been received.</p>	
<p><b>8. Communications</b></p> <ul style="list-style-type: none"> <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 (did but no reply)</li> <li>• FoL Communications Lead and additional team members still needed - content writing (social media posts, leaflets, website blog posts and updates), uploading website updates, website technical maintenance</li> </ul> <p>Not discussed</p>	
<p><b>9. Library funding drive</b></p> <ul style="list-style-type: none"> <li>• 'A New Chapter' bookseller specialising in children's books on diversity and inclusion - they have a wish list service, so parents can buy an individual book that automatically gets shipped to the school</li> </ul> <p><b>ACTION:</b> School to set up a wishlist</p> <p><b>ACTION:</b> CI to administer the list and publicise any second hand stall at Larkfest</p> <p><b>AGREED:</b> FOL will commit to £100 per half term to fund books, and then review later if funds available to top up at year end. CI to action with school.</p>	<p>CI</p> <p>CI</p> <p>CI</p>
<p><b>10. Upcoming diary dates</b></p> <ul style="list-style-type: none"> <li>• Cafes in Term 3A and 3B - which year groups will be asked to help out/donate cakes</li> <li>• This Friday - Year 6 Cafe</li> <li>• 1st April - Year 5 Cafe</li> <li>• Dates for volunteer days - 20th March</li> </ul>	
<p><b>11. Finance Update</b></p> <p>Current balance £3,400 unallocated.  ~£70 from easyfundraising etc, Lottery bringing in small amounts.  We may have enough to fund electrics for the outdoor classroom.</p>	
<p><b>12. Fundraising Ideas</b></p> <ul style="list-style-type: none"> <li>• "Mega Raffle" - Rachel Forsyth has offered to help us contact potential donors, but we need an overall coordinator (and helpers?)</li> </ul>	

<p>£10 per ticket - big ticket prizes. Food themed, link to International evening in September?</p> <ul style="list-style-type: none"> <li>• Large Scale fundraising campaign for playground redevelopment (£25-30k) - could we raise £10k from events, £10k from grant fundraising and £10k from a donations appeal (like the canopy)? What extra events could we run, when etc?</li> </ul> <p>Can we find another matched funding scheme to run a large-scale fundraiser?</p> <p><b>ACTION:</b> School to confirm costs once quotes have been received, so we can have a firm target to publicise and work towards. CI to liaise with school.</p> <p>(Family Cricket BBQ / Campout events - potential fundraisers)</p> <p><b>ACTION:</b> CS to speak to Philip Evans about the Cricket / also Jamie &amp; Sadie's Dad?</p>	<p>CI</p> <p>CS</p>
<p><b>13. Succession Planning</b></p> <p>Emma stepping down as Secretary end of Summer Term - will need to recruit replacement.</p> <p>Still need a Communications Lead and team.</p> <p>Need to target 'newish' parents from Reception, Y1 and incoming cohort of new September parents - could use the Easter Hat Parade to try and recruit - last day of term - sign up parade marshalls...and/or set up a table in EYFS garden, hand out juice and leaflets</p> <p><b>ACTION:</b> FOL to agree offline what presence we can manage at Hat Parade</p> <p><b>ACTION:</b> Agnes to set up sign up form for marshalls at Easter Hat Parade</p>	<p>WHO?</p> <p>AR</p>
<p><b>14. AOB</b></p> <p><b>ACTION:</b> Could we run an end of year event - maybe Y6 leavers festival? (who to liaise with CS?)</p>	<p>WHO?</p>

**The next meeting will be 27th April 2022 at 7.30pm - KM to set the Google Meet link**