

Friends of Norton School Committee Meeting

10th January 2023

1. Attendees

Bronwyn Barnes – Joint Chair
Lucy Chandler – Joint Chair
Penny Balding – Vice Chair
Simon Coles – Treasurer (outgoing)
Becky Smale - Secretary
Faye O’Connell
Charlotte Wasilewski – Vice Secretary

Apologies

Julia Pennington, Kate Harris, Michelle Zygmund-Terry, Liz Surtees, Kirst Loveridge, Louise Lewis

Minutes and actions from November meeting

Previous minutes accepted.

Actions reviewed:

Action No	Action	Owner	Status
1	<i>Speak to Mrs Cooper about what colour she wants the shed and how she wants it fitted out.</i>	Lucy	Open
3	<i>Set up a Bookers card for FONS.</i>	Penny	Open
4	<i>Set up Amazon account – will need card details from one of the FONS cards.</i> <i>Becky can order via Amazon as FONS card is already set up. A shared wishlist would be useful.</i>	Charlotte	Now Closed
12	<i>Recover the noticeboard for Becky to assess whether it can be fixed up.</i> <i>Lucy and Becky looked at the noticeboard but it’s not really recoverable.</i>	Lucy	Now Closed
13	<i>Find out the file size limits for dojo posts (videos).</i> <i>Checked with Miss Bussey, approx. 30 seconds is the longest we can have (and the longest for most attention spans!)</i>	Penny	Now Closed

2. Updates since last meeting

Since last meeting we have had 2x TFIFs, Christmas Fayre and Infant Nativity. Total profit made between September-December was over £1600.

3. Financial Update

Bank statement (online) was presented to the committee. Account balance is currently £6655.72. Parentkind insurance recently paid out (£140, up from last year at £110).

Still to pay out for ipads (£3500) and coaches for nativity (£375).

Audited accounts from 2020/21 have not yet been sent to charity commission. Require two numbers, total spend and total income.

ACTION: Simon to provide the required details for the charity commission submission

Cash and receipts from last TFIF is in the school safe and needs to be paid in by one of the trustees.

ACTION: Simon to collect the cash and pay in to Natwest.

Simon would like to step down from Treasurer role, and from FONS altogether. Liz has offered to support in Treasurer role, from Vice Treasurer, temporarily and will need support from the rest of the committee. A new Treasurer needs to be appointed.

Post meeting note: Liz is not able to step up to Treasurer role. We will need to manage without a Treasurer initially and find someone to fill the position urgently.

ACTION: Advertise for a new Treasurer

ACTION: Find out what needs to be done to update the bank account with new trustees.

ACTION: Update Charity Commission with details of new trustee(s)

FONS would like to thank Simon for all his hard work. His efforts to move the bank accounts across, set up the online banking and just generally keep everything running smoothly is very much appreciated.

4. Spend Plan

Current planned spend includes:

£500 for Forrest School equipment – requested by Mrs Woodland

An amount (as yet unspecified) for Year 6 leavers' gifts.

ACTION: Faye to look into bulk buying leavers pens and books, with Norton Star

SEN request from Miss Donnelly

£376 for books on Amazon to support children needing speech and language support.

£398 for 2 stand up desks.

The request for desks was not unanimously agreed. It was felt that these would not benefit many children and therefore should be funded in another way. The request for books was unanimously supported, however it was agreed that FONS would provide a cheque for £300 for school to purchase the required resources. We would also like to request a photo of the resources procured, for publicity and for evidence for charity commission.

5. Fundraising ideas 2023

Proposed dates for the remainder of 2023 academic year:

Fri 27 th January	TFIF (spider plants, bird feed, hot chocolates and crispie buns)
Fri 10 th February	TFIF
Thur 16 th February	Valentines disco
Fri 3 rd March	Break the Rules non-uniform day
Sun 19 th March	Mothers' day – will need something to sell/give out by Friday 17 th March
Fri 31 st March	Easter Bunny Drive (Becky happy to run, with support)
Easter Holidays	Easter Trail (Charlotte can do a map)
Fri 21 st /28 th April	TFIF
Fri 5 th May	Coronation Disco
Fri 19 th May	TFIF
Fri 26 th May	Non-uniform day (bottles collection for Summer Fete?)
Every Fri June/Jul	TFIF – Ice lollies
Sun 18 th June	Fathers' Day – will need something to give out by Fri 16 th June
Sun 2 nd July	Summer Fete (Rainbow Carnival idea?)
Fri 7 th July	Leavers' Disco

Other things to fit in or consider:

Movie night in March??? Would need a licence to play movies and will need to work out the sound system in village hall. Has previously been a big earner.

Fathers' Day – coasters made from kids' drawings. Would need to order well in advance (3-4 weeks).

Tea towels – went down really well a couple of years ago. Would be good to do these in June before end of school year.

Cook book – collect recipes from the Norton family and collate in to a cook book. Could be a good one (similar to tea towels) for pre-Christmas.

Cake sale at Coombe Hill Farm Shop – was such a good event last year, we should definitely repeat if we can get availability.

ACTION: Lucy to book dates for village hall

ACTION: Bron to agree dates and fundraising events with school.

ACTION: Lucy to see if Liz has details of the DJ we used before

ACTION: Bron to check with Jo Robson about dates for cake sale at CHFS.

6. Next meetings

Monday 6th February – Tipple Bar **ACTION: Becky to book.**

Monday 6th March – New Dawn Inn (dinner at 7pm for those who would like to, then meeting at 8pm)

7. Any other business

Bron requested that the stock list is updated with anything we have left from the Christmas Fayre (and any new donations from the collection this week).

ACTION: All to update online stock list with latest.

NVH cupboard inventory check and sort – Thursday 19th Jan. If anyone is able to help please come along!

Tractor and trailer float/sleigh for Christmas – would be nice to have a tractor and trailer go through the village. Or, could be used for floats at the summer fete, especially if we could get a few for a parade. Possible class competition to design the floats.

Action Summary

Action No	Action	Owner	Status
1	<i>Speak to Mrs Cooper about what colour she wants the shed and how she wants it fitted out.</i>	Lucy	Open
2	<i>Prepare a sign in sheet and send to school to be kept with the bank cards.</i>	Becky	Closed
3	<i>Set up a Bookers card for FONS.</i>	Penny	Open
4	<i>Set up Amazon account – will need card details from one of the FONS cards.</i>	Charlotte	Closed
5	<i>Liaise with Gary Edgecombe about getting village hall tables up to CHFS and back again.</i>	Becky	Closed
6	<i>Check if Kirsty is happy to co-ordinate the Raffle Prizes again.</i>	Lucy	Closed
7	<i>Set up a separate Whatsapp group for the Christmas Fayre</i>	Bron	Closed
8	<i>Co-ordinate stall holders (stalls to be charged £15 per table to sell their own goods, max 4-5)</i>	Penny	Closed
9	<i>Confirm with Miss Eaton/Mrs Cooper about filming the nativity.</i>	Liz	Closed
10	<i>Check with school if they are doing anything for CiN.</i>	Bron	Closed
11	<i>Speak to Mr G about a photo with the ipads.</i>	Lucy	Closed
12	<i>Recover the noticeboard for Becky to assess whether it can be fixed up.</i>	Lucy	Closed

13	<i>Find out the file size limits for dojo posts (videos).</i>	Penny	Closed
14	<i>Create a food shop list and find best prices (purchase with FONS card)</i>	Liz	Closed
15	<i>Set up Amazon wishlist that can be shared</i>	Becky/Bron?	New
16	<i>Find out how much a new noticeboard will cost – speak to Village Hall about their new one</i>	Becky	New
17	<i>Provide the required details for the charity commission submission.</i>	Simon	New
18	<i>Collect the cash from school safe and pay in to Natwest.</i>	Simon	New
19	<i>Advertise for a new Treasurer</i>	???	New
20	<i>Find out what needs to be done to update the bank account with new trustees.</i>	???	New
21	<i>Update Charity Commission with details of new trustee(s)</i>	???	New
22	<i>Look into bulk buying leavers pens and books, with Norton Star</i>	Faye	New
23	<i>Book dates for village hall</i>	Lucy	New
24	<i>Confirm dates and fundraising events with school</i>	Bron	New
25	<i>Find out details of the DJ we used before</i>	Lucy/Liz	New
26	<i>Check with Jo Robson about dates for cake sale at CHFS.</i>	Bron	New
27	<i>Book New Dawn Inn for 6th March meeting</i>	Becky	New
28	<i>Update the online stock list with anything leftover or new</i>	All	New