

Minutes of FOW committee meeting - Monday 3rd June 2019

Those present: Noel Rainbird, Katie Gray, Vicki Masey, Katja Pasley, Emma Sandy, Linda Logan, Siobhán Foley

Apologies: Andrea Johnson, Amanda Webb-Johnson, Amy Rowland, Caroline Smith

1. Minutes from last meeting

Agreed and signed.

2. Appoint secretary for the meeting

Emma volunteered to write up the minutes. The agenda for the next meeting in September will be agreed once the position of Chair has been finalised.

3. FOW at 20: update

Vicki gave us an update on the fundraising that the girls are doing for this project. The trees are in each classroom and leaves are being added! The sale of Shell's 2nd hand uniform is to go directly to this project. **Vicki will send an email to the Shell parents to remind them to hand it in** & it will also be included in the weekly newsletter.

4. New Chair

Noel is standing down as Chair at the end of this term.

There is an ongoing discussion about who should succeed her, including the suggestion of having a co-Chair to share the workload.

5. Christmas Planning

We discussed 4 roles for this, comprising organising the external stall holders which Linda has agreed to lead on, and the raffle which Vicki said she could take on with advice from Caroline. We still need someone to take on the social media role and the logistics/site planning. Katja and Emma said they were happy to help with the latter.

It was agreed that the roles can be finalised in the first September meeting.

6. Online documentation

ISAMS is not available currently so we will revert back to using Outlook. Andrea has said she will write instructions on how to do this and **Noel agreed to liaise with Andrea.**

The Christmas fair template and general planning template will be on there to make all planning run more smoothly. **Those who ran a FOW stall at the Christmas Fair last year are asked to write a brief outline of what was required and upload it.** Other documents will include the Funding Process, Accounts, a list of 'jobs' the Treasurer needs to do through the year, the Constitution and description of the various Committee roles.

Action: that these are uploaded by the end of term if possible. Noel will advise when the system is up and running.

7. The Big Sing

Noel told us that October 19th has been agreed as the date for this.

8. Ice cream at sports day

It was agreed that Alfonso Gelateria will supply the ice cream on sports day. He only costs a few more pounds than Mr Whippy and his ice cream is much more delicious! **Noel will organise this.**

9. AOB:

- A very big thank you to Amy Rowland who is leaving the committee as her daughter leaves Wychwood. Amy has been on the committee for many years and has always been a calm, pragmatic voice of reason. This has been combined with a great willingness to pitch in and help wherever needed and we are very grateful for her time, energy and enthusiasm.
- We discussed how better to facilitate the moving of funds (for FOW events) put on to the end of term bill into the FOW account. **Noel and Siobhán agreed to meet with Ian.**
- We discussed our invitation to drinks at the study ball - a few from the committee are attending.
- Funding for various projects was also addressed:
- At the request of Andrea, we agreed to fund in principle up to £1500 to replace the chairs in the hall which are looking very tatty. We explored the cost of recovering rather than replacing them and established this would cost twice as much. It was noted though that it would be important to recycle the existing chairs. **Siobhán mentioned Marketplace as a good place to sell them and was willing to do this.**
- The piano in the hall is also in need of restoration with one quote of up to about £7,000 incl VAT and transport costs. It was agreed that a second quote would be a good idea, plus looking into whether the VAT could be retrieved. We also discussed other options, including whether a good, modern upright piano would be an acceptable alternative, but concluded that a grand piano was preferable musically and in recognising that musical performances often represent the public face of the school. **Noel will ask Mrs Walster to get a second quote, as well as establishing whether the school can reclaim VAT.**

Emma agreed to send out a doodle poll for the first meeting in September in order to get the Christmas fair planning started.

.....and finally Noel was presented with some beautiful flowers from the school for all that she has done over the last 2 years..... and left looking very relaxed!