

FROGS meeting
16 January 2019 at 2000 at Grasmere Primary School

Present: Julia Warwick (co-chair), Ruth Lewis (co-secretary), Tom Smith (treasurer), Sian Bithell, Julie Harris, Julia Cockroft, Jo Shire, Nicola Kleynhans

Apologies: Kate Bonhote, Natalie Hanman, Sienna Cilenti, Karen O'Brien-Kop, Symone Cenovezos, Liz Farrant, Jenn Flandro, Anna Leathley, Carolina Sapiains

Sian Bithell was co-opted as a committee member for the duration of the meeting.

Minutes

The minutes of the last meeting were approved.

Treasurer's report

Income since the last meeting includes:

- £1,148.78 from the garden opening party
- £34.78 from The Giving Machine
- £157 from the Year 3 cake sale
- £664.50 from Christmas trees
- £1,242.12 from the Winter Fair
- £120.16 from the Year 1 cake sale
- £27.84 from Amazon Smile
- £1,359.50 from the Charities Trust
- £212.50 was expected from the Christmas cards

Interest, school lottery and my donate totals have all also increased.

There is a lag of about 3 months for Amazon Smile donations, so hopefully there will be further money coming through from Christmas shopping.

There is a balance after committed funds of £3,633.86 (general FROGS funds). Tom provided a separate statement for the grounds funds which has a balance of £19,421.62.

The £1,359.50 from the Charities Trust was employer matched giving generated by Nicola Kleynhans from the garden opening party.

A £5,000 donation has also been received which is not yet included in the accounts. Tom is checking if this is for the general or garden funds.

The annual recurring FROGS costs are included in the accounts as committed funds as well as some spends agreed for this year. FROGS' finances are in good shape.

Actions:

- *Ask Nick to encourage parents / carers to look into employer matched giving.*
- *Julia W to ask the school to update / publicise the current grounds funds total.*
- *Ruth to follow up with Yield N16 to see if their Christmas promotion generated a donation. This has since been confirmed at £34.85.*
- *Tom to compare income from Amazon Smile and The Giving Machine to see if it makes sense to promote one over the other.*

Funding requests

Lena has requested £1,000 for a World Book Day initiative with The Garden Classroom to support the literacy curriculum with some sessions potentially to be held in our Garden. This was approved

subject to clarification as to whether this is separate and in addition to the annual sessions usually funded by FROGS and already shown as committed funds.

It was agreed in put in place a FROGS policy on donations to teachers / members of staff leaving the school. A contribution of £200 would be made to the leaving collection for any teachers or office staff retiring. Going forward FROGS would not make contribute to collections for teachers leaving the school who were not retiring. It was agreed to make a contribution for Sheena who had retired before Christmas.

Actions

- *Julia W to follow up with Lena about The Garden Classroom / WBD sessions.*

Cinema Night - Friday 25 January

Julia C, Jo and Ana Clara from Year 1 were coordinating this. The film would be Ponyo. Lizzy has designed flyers and posters. There would be a dress up competition with a theme of under the sea. Julia C and Julia W will check what snacks and drinks are left from the Winter Fair and before. Julia C to speak to Billy about locking up.

Grounds Project update

Julie, Ollie and Stephen Foster are working on the plans for the KS2 playground and are aiming to have prices by half term. Nicola, Julia and Julie are working on funding applications for the KS2 sensory area. For the KS1 playground the next step is to book dates with Made From Scratch with a view to this starting during the Easter holidays.

An auction is planned for the end of the Spring term to raise funds for the grounds project.

How FROGS is run

Kate and Julia W had agreed to be co-chairs for the paperwork in the absence of anyone else. The Winter Fair had worked ok. There is no real chair of FROGS currently. Julia is willing to chair meetings, but raised some concerns about the Summer Fair and not having anyone to lead on that. She is a now a parent governor and involved in the grounds project. There have been missed opportunities for the lack of volunteers for example no Christmas raffle and there is scope for adults-only fundraising / social events such as quiz nights and music / comedy if someone will organise them. Arguably there hasn't been a proper chair and committee for several years. Year 3 has no class reps this term due to a lack of volunteers. Any change to the committee before the next AGM (September) will need an extraordinary general meeting.

Actions

- *Raise the issue with Nick and potentially the governors.*
- *FROGS (Ruth) to communicate in a mail chimp that:*
 - *there will be fewer events happening unless people step up and help and that the money FROGS raises goes to help all of our children, paying for music lessons, garden class room sessions etc.*
 - *Many of the committee will no longer have children at the school within the new few years and other people all need to get involved or FROGS will fold. Anyone interested could shadow a committee member for the rest of the year to learn what is involved.*
 - *The Easter Egg Hunt usually organised by FROGS would not be happening this year due to lack of volunteers.*
- *Look into Class List as a communication tool for FROGS and/or the school (Ruth will do this).*
- *To be reviewed again at the next FROGS meeting, particularly with the Summer Fair in mind.*

Other business

- Karen O'Brien-Kop has stepped down as the parent co-ordinator fro the library. Caroline Sapiains has assumed this role.
- It was agreed that the Christmas card initiative was a good fundraiser but to suggest that the school gets the children to make cards in class next year.

- A reception parent has a Christmas tree /pumpkin farm. Someone to explore whether there is an opportunity there.
- The middle FROGS shed has a broken roof. The books stored there after the jumble sale have been damaged and thrown away. The FROGS sheds may need to be replaced.

Actions

- *Jenn to mention the Christmas cards in class point to Nick.*
- *Explore Christmas tree / pumpkin opportunity with reception parent (Nicola?)*
- *Someone to speak to Billy about the sheds regarding a temporary measure and more permanent solution which may involve a financial outlay by FROGS.*

Dates for the diary

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| 25 January | Cinema night |
| 8 February | Year 6 cake sale |
| 8 March | FROGS meeting |
| 8 March | Year 3 cake sale (Mountfitchet) |
| 16 March | Spring jumble sale |