

## FOWS Monthly Meeting

Wednesday 18<sup>th</sup> April 2018

Minutes captured by Lydia Beeston.

Meeting Venue: The Wheatsheaf Inn, Onneley

Meeting Time: 8:00pm

**\*\* Next Meeting Times/Venue\*\***

**Wednesday 9<sup>th</sup> May 2018 @ 8pm @ Wheatsheaf Inn, Onneley**

**All very welcome & we would love your help**

**~ Follow us on Facebook: <http://m.facebook.com/FriendsOfWoore/>**

### Attendees:

- Natalie Bowen-Jones (Chair)
- Jessica Lear (Treasurer)
- Lydia Beeston (Secretary)
- Nadine Smethurst

### Apologies:

- Eve Bailey (vice Chair)
- Sarah Scott
- Sharon Oakley

### **Agenda & Key Topics covered in meeting**

#### **\*recurring monthly agenda item**

1. \*Financial Update– JL (recurring)
2. Reminder: FOWS Governance & Communications 18/19- NBJ/All
3. \*New~ Ongoing asks of FOWS, responses & next steps - NBJ/All
4. Easter fundraiser – Outcome – LB
5. Summer 2018 Fete Update- NBJ/All
6. Social Media/FOWS Promotion/Engagement
7. AOB/next meeting- All

## 1. Financial Update - JL

- Easter Raffle- PROFIT- £275.84. This has been banked.
- Nadine confirmed via FOWS what's app group ~ £30 has now been **received** by Lavinia Hairdressers for outstanding payment from Fete 17.
- **Current balance (as of 18<sup>th</sup> April 2018) ~ £3,396.00**

## Reminder to all: FOWS Governance & Communications 18/19

- a. As we enter 18/19, all agreed at meeting a review of current distribution lists on what's app group & email communications was required. Going forwards there will be a regular action to review & update.
- b. It was discussed that there is little paper trail evidence of conversations/asks of FOWS outside of our monthly meetings, therefore going forwards, FOWS will request that ALL asks are put in writing to the chair & secretary via email ([nataliehaslingden@hotmail.co.uk](mailto:nataliehaslingden@hotmail.co.uk) and [lydia\\_beeston@yahoo.co.uk](mailto:lydia_beeston@yahoo.co.uk)). The asks will then be reviewed collectively, discussed as a group (no decision can be made on behalf of FOWS without a minimum of 5 members agreement). Chair & secretary will bring any asks/request to next monthly meeting as agenda item & will be documented accordingly. All responses will be updated via minutes.

## 2. New/Ongoing asks of FOWS, responses & next steps - NBJ/All

**\*\*Please note that there have been NO NEW asks received at this month's meeting\*\***

- a. A new but recurring agenda item will feature going forwards for 18/19.
- b. All ask/requests outside of FOWS committee group (please note: this includes Woore Primary School) will be officially documented via the minutes & updated where required.
- c. FOWS will respond via documented minutes for paper trail.
- d. Any actions/responses required will be highlighted in yellow. Please respond direct to 'All' on distribution list for audit purposes.

Date received	Date reviewed	Requestor Name	Comms type	Brief summary of request/ask	FOWS response	Open/Closed
Unknown	07.03.18	Mrs Ward	Verbal	Ask by head of 4 I pads for the school to be purchased asap via funds raised to date by FOWS.	<p><b>18/4- Response from Mrs Ward received. The I Pads are for the school children. The requirement is for I pads and not an alternative.</b></p> <p><b>FOWS reviewed again in April meeting and full agreement from all members that we will provide funds to the school for the I Pads from our fundraising once we have secured the money for all 8 I Pad minis. This has been costed up (inc protectors &amp; cases) as £4,060.00.</b></p> <p><b>Other asks on wish list from Mrs Ward are math resources, wall plaques and reading &amp; phonics equipment. FOWS have taken on feedback and will review again in the New Year. Our focus is and will remain on fundraising for the I Pads.</b></p> <p><b>AP- Rachel James/Mrs Ward~ enquire about educational discount and whether this is possible with purchasing all 8 I pads in one.</b></p> <p><b>No further action- Closing</b></p> <p>FOWS are working hard on fundraising events for 18/19, which have to date every year been extremely successful and brought the school some fantastic resources.</p> <p>In 2017, FOWS had in mind that they were fundraising for &amp; agreed up to 12 I pads &amp; until such funds had been raised, no money would be exchanged, however FOWS</p>	Open

					would like to review the wish list with Mrs Ward.	
Unknown	07.03.18	Rachel James	Verbal	<p>A notice board by Mrs Ward's office.</p> <p>"FOWS Bay". For all those part of school (parents, staff) to have option to sell any items of interest via notice board. For there to be a donation box where if item to sell, a donation could be given direct to FOWS.</p>	<p><b>March 18~ Closed</b></p> <p>Thanks for the feedback.</p> <p>FOWS would be happy, with Mrs Ward's approval to have a notice board for the selling of items.</p> <p>FOWS are very grateful for any kind donation. FOWS will leave a box by the board once the school have made notice board available.</p> <p>FOWS would not be able to source man power to arrange this unfortunately. This would need to be arranged via the school.</p>	<b>Closed- March 18</b>
Unknown	07.03.18	Janet Roberts	Verbal	Garden Club~ Taskforce required for a big clean up, painting of fencing and general tidy up.	<p><b>18/4/18- Closed. Ask has gone in to Schools newsletter so no further action is required from FOWS.</b></p> <p>FOWS understand the importance of the Gardiner Club, however due to low numbers of active community members and our commitment to our upcoming fundraisers; we would be unable to support a task force.</p>	<b>Closed – April 18</b>

					<p>We do however suggest mentioning this to parents via schools newsletter for support.</p> <p>FOWS would also be very happy to ask parents/local community for help via social media.</p>	
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### 3. Easter fundraiser – Outcome – LB

- Huge success with a total PROFIT of £275.84.
- Big thanks to all those at Woore Primary & the Local Village shop for their support in being available for people to purchase tickets.
- Going forwards, FOWS will also look how they can improve selling of tickets within the school and reach out to parents via a slip/communication method.

### 4. Summer 2018 Fete Update- NBJ/All

- a. **Theme- Agreed – All agreed (changed in April meeting)**
  - i. **Wild Wild West aka “Woore”**
- b. **Date- Agreed- Saturday 14<sup>th</sup> July 2018**
- c. Village Hall still needs full confirmation it’s been booked & for deposit to be paid.
- d. Promotion of event will now start via Facebook/social media- Lydia to lead.
- e. Banners are being ordered & Woore Parish Church has confirmed they are happy for FOWS to put banners up over the HS2. – Nadine to lead.
- f. There will be a Raffle again this year. Jess Lear to lead.
- g. Stalls- all in agreement (inc Eve Bailey via What’s app), that Stall prices will be **changed this year**. It will now be £10 per stall or £20 a pitch.
- h. Hay Bayles- FOWS will be arranging Hay Bayles around the event to tie in with theme.
- i. Inflatables- Enquiring about Rodeo Bull- Jess to lead.
- j. Horse Rides- enquiring about the possibility to have horse rides this year.
- k. FOWS will be arranging Tractor rides again this year.

- l. All to come to next meeting for ideas for the FOWS stall.
- m. Entertainment secured. Lydia has arranged a singer called Dan Cooper from 'The Task' band to sing on the day. All agreed he would get free entry, food and drinks as way of thanks as no payment will take place.
- n. Stall Holders will now start to be contacted to secure places.
- o. Programme Printers- FOWS will again this year be Using Audlem Printers. FOWS have agreed that they, alongside Woore Village shop would receive a complimentary advert in this year's programme for the loyal support throughout the year.
- p. Programme- all in agreement (inc Eve Bailey via What's app),- Programme prices to businesses would remain unchanged this year.
  - i. £15 for a Quarter page
  - ii. £20 Half Page
  - iii. £30 Full Page
  - iv. £75 Centre
  - v. £50 Back cover
- q. Programmes/Averts- This will be jointly owned by Natalie & Lydia. Natalie will be contacting businesses and collating adverts, Lydia will be responsible for arranging with the printers the location, the sizes etc.

#### 5. Social Media/FOWS Promotion/Engagement

- Previous meeting at 144 likes & 155 followers.
- **Up on previous month.**
- Current meeting at 147 likes & 159 followers.

#### Agreed Actions captured & will review/close at next meeting

##### Natalie:

1. Pull together Stall Holders together and send list to Eve who is leading on contacting stall holders this year.
1. Make contact & send out letters w/c 23<sup>rd</sup> April to businesses for the programme. Update on progress at next meeting.

##### Jess:

2. Follow up on Village Hall booking with Beryl & Gordon. Update on progress at next meeting.
1. Chase/Confirm Tractor Man
2. Inflatables – Rodeo & cancellation policy.
3. List of all Raffle contacts & start making contact with businesses to ask for Raffle prizes- Update on progress at next meeting.
3. Bring spreadsheet to next meeting with £ made from each stall in last years (2017) fete.

**Eve:**

4. Make a start on contacting stall holders to secure place for this year's fete. Update on progress at next meeting.

**Sarah:**

1. Chase Rugby Club for payment of outstanding invoice (Fete 2017)

**Lydia:**

1. Promotion of Wild Wild Woore on Facebook/social media.
2. Lydia to speak to Woore Village shop about complimentary advert in programme.
3. Entertainment- Singer- ongoing

**Nadine:**

1. Follow up & enquire with Stripes & Graphics on Banners and advertising for Summer Fete.
2. Horse Rides- speaking with Jo.
3. Hay Bayles- speak with Mandy.

**All:**

1. Hay Bayles- enquiry
2. Stall Ideas for FOWS- Bring to next meeting

**AOB/Key Asks:**

- Mrs Ward- FOWS need to confirm with you, is it alright again this year for use at the fete, the toilet in reception. This will be manned by a stall holder to ensure no misuse or entry into main body of school.
- Next Meeting~ Wednesday 18<sup>th</sup> April @ 8pm- Wheatsheaf Inn, Onneley.

CLOSE

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