

FRIENDS OF DIPTFORD SCHOOL COMMITTEE.  
Notice of a meeting to be held at Rattery Church House Inn.  
On  
Thursday 23<sup>rd</sup> February 2023 @ 19.30

## Minutes.

### 1. Present.

Jo Palmer (Chair), Amy Lethbridge (Secretary), Kim Woodley, Roger Knight (Treasurer), Juliet James, Holly Edgington, Angela Fisher, Lisa (on Zoom), Lucy Carroll (on zoom) Tania Paine (zoom)

### 2. Apologies.

Cheryl Mathieson. Helen Titford

### 3. Minutes from last meeting.

Checked by Chair and on school website, ready to be posted on wordpress.  
Apologies from Amy for not doing this earlier.

### 4. Chairs Report.

Firstly, I would like to say farewell to a very active member of our FODS team. Since the last meeting, Elle's children have sadly left Diptford school and therefore she has stood down from her role within FODS. Over the last three years Elle has helped hugely to organise many events. This is a huge shame and a great loss for us as a group.

After our last meeting I updated Holly with the matters discussed and a list of enquiries including a storage solution for FODs. She has very kindly said that once the new building is up we would be able to have a cupboard. She also confirmed she is happy for us to have a jumble sale on 20th March in the small playground. I will advertise this along with the Bags2school. I will also have second hand uniform for sale at the jumble sale.

Diptfest will be in September this year, if all is well with the new building being finished.

The Diptford arms and quiz planning is coming along nicely, with Sophie and Graham providing homebrew and organizing the screening of the rugby, Juliet organising the bar order, Kim organising the quiz questions, Lucy is asking around for raffle prizes, I've booked the hall and Tania Paine is organising the food. We're lacking on volunteers to help on the night so we all need to ask around at the school gates and encourage others to help. Raffle prizes are also rather thin on the ground.

### 5. Treasurers Report.

In this report I provide a preliminary review of the receipts and payments account for the year ended 30 November 2022 – I need to confirm a couple of year-end adjustment entries before finalising these accounts for submission in our Annual

Return to the Charity Commissioner – and a summary of the cash position as at 31 January 2023.

Receipts and payments for the year ended 30 November 2022

The highlight figures are:

	GBP	
	2022	2021
Opening cash	9290	8165
Total receipts	7810	11206
Total payments	(7768)	(10081)
Closing cash	9332	9290

Payments include distributions of GBP 5565 (2021: 7444), comprising:

	GBP
Canopy for pre-school area, final payments	2919
Outdoor covered seating area	1581
Contribution to Hawks residential	290
Christmas Craft Day expenses - 2021	154
Christmas Craft Day expenses - 2022	193
Playground toys	167
Year 6 yearbooks	178
Clean-up days costs	64
Easter eggs	19

Details of grants and donations received and of the proceeds and costs of fund raising activities are set out in the attachment to this note. I have also attached the corresponding schedule for the previous year. The level of activity for 2021/22 was somewhat lower than that for 2020/21, and for 2019/20 when despite Covid restrictions our fund raising was highly successful, perhaps because we were seeking funds for specific purposes (the new playground equipment and then the canopy). We took the decision to scale back and then cease our involvement in sales of uniforms and net proceeds from the 100 Club fell away as a number of long term subscribers departed. Diptfest was again a success, as was the virtual quiz. We missed the sponsorship generated by participation in the Totnes Raft Race. Our participation in community events such as the Village Fete and the Advent Fayre doesn't provide returns commensurate with the effort involved but has been valuable in developing community links. Many thanks to those who participated. At the year-end our cash on hand, excluding petty cash and uniform floats, amounted to 9290 (approximately 9200 after adjusting for known liabilities, mostly craft and other expenses). We were able to release a small surplus on our playground/canopy fund back to general funds and our designated funds at 30 November totalled 450, being library books and accelerated reading scheme 147 and playground toys 303, leaving 'free' cash of approximately 8750.

Beyond the financial results, we shouldn't overlook the contribution of parents and others in terms of time, for example in constructing the canopy, assembling the outdoor seating area and participating in the clean-up efforts.

#### Cash position at 31 January 2023

Activity during December and January was, as usual, and our cash balance had increased at 31 January 2023 to 9738, which adjusted for known liabilities, including outstanding 100 Club prizes, was reduced to approximately 9500. Designated funds were unchanged at 450, meaning we held free funds of approximately 9050. This level of free funds is high for us and might be considered excessive for a charity whose purpose is to raise money for the benefit of all pupils and we are actively exploring with the School how some of these funds might be deployed.

### 6. Fundraising request from School.

Focusing on the Yurt.

A while ago it was mentioned Ms. Reid needed equipment for Forest School. A list of these items has yet to materialise. We do have some funding ringfenced for outdoor play and we feel Forest school comes under this so Holly will chase with Ms. Reid. She will also ask Mr. Tanner if he feels we are lacking in certain areas and if funding allows we will order these also.

### 7. Fundraising Ideas:

Diptford Arms 11.03.23 – In hand, however help needed on the night. Food choice is Chilli, with meat and vegetarian options available Costings have been calculated by Tania Paine – Adult £8, Child £5. A poster and order form has been created and Roger will send this to Robert Worms so he can then advertise it on the village social group. Lucy will get the poster shared onto the Rattery, North Huish, Avonwick websites. We need to know if Sophie has organised glasses with the Reverends Wife – Jo will chase. Juliet has asked Laura for an approximate bar order from previous events. This has come back as a 72-pint keg of lager from new lion, 8 bottles of white wine and 4 of red, a couple of large packs of bottled lager and a couple of bottles of spirits with a number of bottles of mixer. Amy to provide Gin, Jo has asked New Lion. We have a £10 voucher for Morrisons which we can either spend on food or bar snacks. Due to airing the Rugby we feel we will need bar snacks and possibly sweets for the children.

Tania is in charge of food, she has a team of helpers already organised and will check with the hall for plates. The shopping list has been made but amounts will be determined by the pre ordering, these numbers will be known by the 7<sup>th</sup> as that is the closing date for orders. Menu is Chilli (beef and veg) plus rice accompanied with sour cream, cheese, guacamole and spicy salsa. The Chilli will be mild to suit all. Extras will be available in the form of - Flour tortillas £1, Tortilla chips £1, Oven chips £2. The form also includes the £2.50 quiz costs.

The bar at current is cash only, Lucy feels a card machine would be beneficial, they had one at the jubilee event and it worked well. An option would be a Sum Up Air these are £35.99 on amazon. Kim, who uses one for her business agrees they are simple to use. She is happy to buy this and be reimbursed, as the committee are happy with this it was purchased during the meeting. It would be a good idea to have a tablet/phone to keep with the card machine so the app can be on it, Kim will put

something on WhatsApp to see if parents have anything lying around they could donate. It would also be helpful to have a booklet to write transactions as the card machine keeps card numbers not names/item bought. An inventory of items purchased on the bar would be useful for future events. The bar will be on a suggested donation basis so no license is required. Quiz we feel needs to be separate and therefore cash, Roger is happy to take money on the door. Food is pre order only with money being BACS transferred to FODS.

We are quizzing in the format of A4 quiz sheets. Lisa Setter and Kim Woodley are in charge of the questions. Lucy is in charge of Raffle Prizes, raffle tickets will be on sale during the evening - Roger and Jo have the tickets. We are still collecting prizes and hoping to get a variety of sizes and value.

We have hired the Hall from 15.30, doors open at 16.30, Rugby screened at 16.45, Food 18.15, 19.00 for start of quiz. The reason for this is there will continue to be a curfew for children of 21.00. Hall until midnight, however the bar closes at 11.00 Will at Church House Inn Rattery has kindly provided a prize, tonight, for the raffle – Sunday dinner for 2 adults and 2 children, Jo will ask Cousins Garage for a donation. Kim will do a raffle prize of cards/notebook. Jo has provided a voucher for nails and Angelas work are supplying a prize, FODS are giving 6 months 100 club as a prize, as agreed by the committee. These are a few of the prizes on offer in the raffle.

Graham is sorting the sound system and the Rugby streaming.

Amy is compiling a list of helpers for the evening, this is being shared on all WhatsApp groups, it will be regularly updated and re-shared. We need 2 people on the bar at any time, we have decided on 30 min stints. A list will be held of people willing to set up and stay to tidy also.

Duck Race 22.04.23 this is in hand and will be discussed further at meetings in the future. Kim to send a poster to Jo from last years event, slips to go out in book bags for families to buy a duck or a number of ducks. Field booked at the edge of Diptford, which is the same as last year. Scones, tea, hook a duck are examples of stalls being run.

Bags2School – Angela Fisher and Juliet James to sort clothes on the 20<sup>th</sup> March morning, then Jo will be around at 2.45 to put tables out, 2<sup>nd</sup> hand school uniform too.

Easter Egg Hunt – confirm allergies Little Dippers 9 (Becca Filtness states Anna is dairy free and she will provide), Dippers 12 (1x no dairy), Wrens 13 (1x no dairy/strawberrys), Kingfishers 18 (1x no nuts, 1x no dairy this child has left school), Hawks 22. School will organise an easter bonnet competition but no prizes due to allergies. Holly will let Amy Know what the plan is with the Dipper, Wren, Kingfisher allergy children. Penny will send an email to all parents for advice on the individual allergies.

Yurt – The company have suggested a maintenance cost of approx £300 a year and school are willing to take this on. A decision has been made by the committee to order a New Yurt and we are happy to pay – fundraising will need to take place to facilitate this. Kim will look at grants but hasn't had time yet.

Diptfest – Unsure when the build will be complete so we may need to leave it for this year as the site may not be safe. Another option is holding it in the park, possibly 15<sup>th</sup> September. Paula from Pre-school (her husband) is on the playground

committee, Jo will ask her if it would be possible. Once we have this information we will return to this subject.

Sports Day BBQ – 6<sup>th</sup> of July, Amy will ask Louise Lethbridge if we can borrow the BBQ and Jo will ask the Chudleigh's if they would help run it. Kim will email Westaways in Newton Abbott for a bulk costing/part donation. A possibility discussed was to have the BBQ earlier during the sports day as parents can eat while watching, we feel this may sell more.

Pig Racing – recently been held by young farmers near Dartmouth and they raised approx. £1100. This could be considered in the future. Jo will get a costing.

Raft race – Message to go out on Dads WhatsApp group, by Paul Palmer, to see if there is interest.

Coffee Morning or Gin evening could be organised in the future.

## 8. Agree a date for next meeting.

Thursday 30<sup>th</sup> March at 19.30 at Rattery Church House Inn.

## 9. A.O.B

Amazon smile alternative – at present this is not something we have time to reorganize but we are still connected to the giving machine.

Any progress with replacement treasurer – no current interest even though it has been widely advertised.

Wonderstruck science day, next Wednesday 1<sup>st</sup> of March, Holly informed us parents are allowed to attend and support workshops. All children in the morning, split into key stages in the afternoon. FODS paying £300 towards this and as yet this hasn't been paid.

Library Update - £1200 one off payment on books to supplement library, the order has been placed. After more research it was found the Library subscription was going to end up being a lot more than initially thought so that was why School went with this option. Roger will sort payment from Fods when invoice comes to school. The Mobile Library is to start coming to school each month from March, this is free of charge.

100 club subscriptions falling off a little due to year 6 leavers and possibly the cost of living as people have not renewed recently – need a push for this.

Lucy suggested a possible re organization of fundraising. To concentrate on a couple of big fundraising events a year, to really push these and it would be less work for the committee. The current committee feel this is something that could be taken on by the new committee at the start of the next year.

100 club draws

November 3<sup>rd</sup> - No 19 Lucy Carroll, 2<sup>nd</sup> - No 76 Chris Carroll, 1<sup>st</sup> - No 64 Neill Buckley

December 3<sup>rd</sup> - No 93 Diptford Staff, 2<sup>nd</sup> - No 80 Lucy Carroll, 1<sup>st</sup> - No 25 Angela Wild

January 3<sup>rd</sup> - No 13 Gribbins, 2<sup>nd</sup> - No 40 Lucy Carrolls Mum and Dad, 1<sup>st</sup> - No 17

Moores