



## **Friends of Springfield School**

### **Meeting minutes – Thursday 25<sup>th</sup> April 2024 (12-1pm)**

#### **Attendance**

**Present:** Kim Cepeda-Wilson, Laura Armitage, Karin Stringer, Becca Price, Cath Fearn, Sandie Preen, Helen Knight

**Apologies:** Lynn Stubbs, Mr Protheroe – Rotary Club, Carolyn Fearn, Lorraine Standing

- HK opened the meeting, welcomed everyone and thanked them for coming
- The minutes of the last meeting were reviewed and confirmed as an accurate record of the meeting held on Thursday 14<sup>th</sup> March 2024.

#### **Finances**

- **Bank account:** It was agreed again that previous members of the committee who have since left (L Dennis & J Colclough) be removed as signatories of the FOS bank account. It was approved by the committee that the new signatories would be C Fearn (Treasurer) and H Knight (Chairperson) and that once the signatories had been changed, we will be able to order a debit card for purchasing from the account and access online banking **(HK & CF to co-ordinate)**.
- **Donations received:** The Tesco Stronger Starts grant that we applied for (£500) has been deposited in the bank account, we have also received almost £200 in donations from friends of the Knight Family in cash which has been put into the cash we currently hold and the school lottery continues to be making good money for us.
- **Bank balance:** Currently stands at £20,269.14 at the statement dated April 5<sup>th</sup>.
- **Cash in hand:** We have also counted the cash we currently hold which stands at £1,825.50 – this will be paid into the bank account immediately with £425.50 held for petty cash and event floats.
- **Requests:** As soon as we get the debit card for the account, we will purchase the agreed equipment from the outstanding requests. There are no more requests at this point. All staff have access to the request form and the group agreed that the Leadership Team would refer classes to us when needs for equipment etc arise.

#### **Springfield Cares**

- Thank you to Katy Bentley (Secretary) for delivering our first two care packages to students staying in hospital. The Leadership Team will continue to refer students to us.



### **Spring Raffle/Smallwood Vintage Rally Event**

- The Spring Raffle will be the key feature of our stall at Smallwood Vintage Fair this year. We have a few prizes but need to focus on gathering more in advance of the event at the end of May (25<sup>th</sup>/26<sup>th</sup>/27<sup>th</sup>).
- (HK to distribute raffle request letter, create a post for KS to send to all via 'Letters Home' on eSchools and to put something in the newsletter for the next couple of weeks.
- HK/CF/LS to liaise regarding staffing, rules and advertising of the stall).

### **Summer Fair**

- Date provisionally set for 4<sup>th</sup> July

### **Date of Next Meeting**

The next meeting will be on Thursday 6<sup>th</sup> June at 12pm.

### **AOB**

- Staff Appreciation breakfasts at Sports Day this year (KB & HK to liaise).
- Provide Leavers Hoodies (KB, LA & HK to liaise).
- Rolling list:
  - HK to attend a Student Council meeting to involve students in identifying where FoS can benefit the school and to work out a process for that. (HK & KCW to liaise).
  - Sensory Story Bags – after attending some training provided by school, HK & KB agreed to work with Sarah Rivers on identifying some sensory stories that we can create Story Bags for and use them as part of the Sensory Library we would like to develop. LS has a group of ladies who make soft toys who can also help us with items for this. (HK, KB & LS to liaise).
  - Opening event for new building
  - Summer Fair - Tom's ice cream van, choir, Ruby's sensory bus

If anyone has any questions or feedback, please contact Helen Knight, FoS Chairperson on 07894 786239 or [helen.knight@springfield.cheshire.sch.uk](mailto:helen.knight@springfield.cheshire.sch.uk)