**COMMITTEE MEETING MINUTES - 9 OCTOBER 2026**

**Present**
Committee: Meredith Atkins - Chair (MA), Emma Muir (EM), Stephanie Dickman (SD), Megan Wilderspin-Allen (MWA), Mandy Wilderspin (MW), Shelly Wright (SW), Carolina Vidal (CV)
Non-committee: Fiona Thomas (FT)

**Apologies**
Sarah Follett, Rachel Brown, Sinead Hurley, Thomas Ritson

Initial discussion
Before the meeting agenda items were discussed there was a discussion about the on-going problem with leavers hoodies for year 6.

The position of Meridian Trust banning hoodies was discussed, and lack of reason given. The committee expressed their frustration at the lack of clarity and acknowledged the letter sent by FOTLS to the Trust requesting clarity and a change of position. The committee re-affirmed that the year 6 children will still receive a free hoodie. The additional hoodies purchased by some families, and the potential need for a refund to be issued will need to be addressed. It was agreed the school should be communicating the situation to parents.

1. **Chairs Update**

Updates were provided on events organisation. Focus was on the Autumn Term events and the annual budget trajectory.

Halloween Disco (MWA lead)
Event is on track. Key points:

- MA to reach out to the DJ this week ahead of the event
- FT enquired about impact of timing changes on ticket sales. Sales are down due to all sessions being after school. Feedback has been received that this makes it very difficult for some parents to manage logistics. Disco team had proposed in summer term two timetable options and the requested timings were
- Option A-
- 1.30-2.25 G/R (Snack given in classroom post disco; voluntary contribution)
- 2.30-3.25 Yr1/2 (Snack to take home; voluntary contribution)
- 3.30-4.30 Yr3/4 (Direct to us for kids attending; regular dismissal for others; snack at 4)

        - 4.45-5.45 Yr5/6 (Fifteen in-between to turn around for dismissal and checkin)
        - Option B
        - 2.30-3.20 Goslings & Reception (snack for home; voluntary contribution)
    - 3.30-4.30 Year 1/2 (direct to us)
    - 4.40-5.40 Year 3/4
    - 5.50-6.50 Year 5/6
    - It was agreed that any feedback on this is directed to the school.

A general point was raised about first aiders at school events. St John's Ambulance are offering training, and we can look at options to get more committee members trained. The first aid that can be provided is governed by the current constitution.

Christmas Shop (CV/FT lead)
Planning and sourcing is underway. Key points:

- Labels are currently available to buy in the Zeffy shop. Promotion for the shop will increase after the disco and half term.
- MA to confirm number of children currently on school roll to allow accurate ordering.
- FT shared stats on stock sourced so far and what still to buy.
- FT will source remaining food items and claim back costs.
- SW has been in touch with eBay bookseller to assemble an order for cookbooks and will follow up.
- FT, CV, MA, SW and EM will meet virtually to agree wholesaler stock to order. Role holders (MA/SW/EM) will place the order to allow funds to come direct from the account.

November In School Panto
(Event for children during school day funded by FOTLS)

Event on track. It was noted that if a panto is arranged for next year this will require a vote, and to confirm budget. Interest and feasibility for FOTLS subsidising or funding a trip to the Maltings next year was raised among committee.

Adults Festive Craft Night
Event will be launched in coming days. Our planned wreath crafter has had to withdraw. MA is establishing if an alternative can step in.

A Temporary Event Notice (TEN) application will need to be obtained from the council (£21) to allow alcohol to be served/sold.

Launch of sales for Ely Brick Show
Sales have launched for the Ely Brick Show. The first 100 tickets will get a free brick. This year is a, two day show, and new this year are the workshops which are expected to be popular. We are bringing back quiet hours and booked blue badge needs. Ticket prices are £5 preorder and £7 once sales close/on door. Funds raisd will be split with Ely foodbank once again, and Ely library.

Potential future events

Ideas are being considered for future events in the current academic year:

- There is potential for another disco later in the year. MWA to consider timing/options.
- Summer showcase - SW and EM have proposed a showcase event to allow children in after-school clubs and extra-curricular activities to perform or demonstrate to their families and the rest of the school community, as well as a potential young sellers' market. This would be a relaxed after school event on a Friday in the summer term with food/drink, bounce houses. This will be explored further by SW, EM and MA to determine viability and propose a structure which will be fed back to the committee at a future meeting.
- Teacher experience raffles - SW has proposed teacher experience raffles e.g. a teacher puts forward an after school 'party/experience' e.g. 3D printing or another experience, and children can 'win' this for them and a small group of friends via a raffle. This will be explored further.

**2. Treasurer's Update**

Voting topics

Two topics required a committee vote to be held:

i) Change of bank account - to switch the FOTLS bank account to the Co-op bank due to fees being levied on payments in/out with the current Lloyds Bank account.*VOTE*: In favour.

ii) Parentkind Schools Lottery - to sign up to the lottery scheme as another passive source of income. This requires minimal administration, and FOTLS will receive approximately 60 pence per £1 ticket bought. *VOTE*: In favour.

Event Budgets

These were reviewed and agreed where not already set:

| **Event** | **Agreed budget** |
|---|---|
| Craft Night | £500 |
| Christmas Shop | £1500 |
| Santa Gifts | £400 |
| Ely Brick Show | £2500 |
| Ninja Dash | £500 |
| FriYay ice creams | £300 |
| Rainbow Raffle | £500 |
| Silent Disco | £500 |
| Bingo Night | £500 |

Santa Gifts

It was agreed that all children will receive a gift from Santa when he visits school on Christmas Lunch day. Goslings and Reception will receive a book as per FOTLS tradition. Older children will receive a small gift. SW and EM to identify suitable items while firming up wholesaler order for Christmas Shop and will share with committee for agreement. These will be ordered at the same time as the shop stock to minimise costs.

Class Grants

Class teachers had been advised these weren't available this year due to the prioritisation of the outdoor classroom fundraising, but the committee are in agreement that we will fund activities where we can. A funding proposal form has been created and will be shared with staff to make requests on a piecemeal basis. More certainty around budget available for class spend will be known after the Ely Brick Show.

Outdoor Classroom

Price of preferred option will need to be re-validated due to general rise of costs. Costings also needed for kitting it out with seating, tables and any other resources required.

MA/SW updated that in other discussions with TR it has become clear that there are a number of other needs/ideas for funding across the school, and that the priority of the outdoor classroom has been questioned given its costs by both staff and parents. The committee agreed that teaching staff should be consulted on the priority of the classroom versus other areas of focus. A broader communication will be sent to staff to update on the piecemeal funding approach, and will also include a poll on the classroom priority. EM to draft and share with committee.

Leftover Drink Stock

We have a surplus of soft and alcoholic drinks after the cancelled summer fair and limited sales at the back to school fair. Some of these have either passed their best before date (and so cannot be sold), or will pass their date before next summer. The out of date stock will be written off. Drinks will be sold at the craft night, and this stock will be used where possible. Remaining items will be reviewed after craft night and either donated or sold.

Any Other Business (AOB)

It was noted that there’s no signage by the murals painted by Laura Tod to show these were funded by FOTLS and would like to remedy this.

Next committee meeting date: Friday 6th November at 9am in the school atrium.