

# FOTLS OCTOBER MEETING MINUTES

MINUTES HAVE BEEN TRANSCRIBED BY NEERA HOBSON  
AND REVIEWED & APPROVED BY THE COMMITTEE

**Location:** Lantern School, Staff Room (in-person)

**Date:** Friday 03 October 2025

**Time:** 13:15–15:20

**Facilitator**  
:  
**Meredith Atkins**

## Agenda Items

Time	Content
<b>Chair Report / Previous Minutes / Actions Review</b>	<p>Welcome. Overview on topics to be discussed. State priorities and objectives for this meeting. Previous meeting actions review.</p> <p><b>MA mentioned in Chair Report that points for discussion would include budgets, events during the year ahead, change to constitution, and the recruitment of a new treasurer.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Signing off the minutes from AGM.</li></ul> <p><b>Minutes had been posted online in the main FOTLS Facebook page and in the FOTLS Committee page.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Items raised at AGM:<ol style="list-style-type: none"><li>1) Date selection for constitution change to online voting requirements, from 100% unanimous voting to two-thirds majority voting to be valid. 21 days' written notification is required and the constitution may be amended at a general meeting by a two-thirds majority of the votes cast.</li></ol></li></ul> <p><b>Discussion of change to constitution was skipped today and to be discussed at 07 November meeting.</b></p> <ol style="list-style-type: none"><li>2) Nomination of a treasury or update on search and delegated duties.</li></ol> <p><b>One person emailed regarding the vacant treasurer; was replied to but did not hear anything further. Discussed transparency on banking roles - Karen Kitchener and Sarah Taylor were thought to have been removed but were still on account so FW and NH made another request to remove them. MA, NH and FW on there, but when FW is removed, FOTLS need two signatories. SD nominated to be added to banking.</b></p>

**Treasurer  
Report**

Feedback on financial transactions that have been paid for and updates on budget position.

**See FT posted P&L report FOTLS ACCOUNT 25-26.xlsx**

**Following figures from the P&L Excel file:**

**Current account balance: £1,101.91**

**Savings account balance: £25,122.08; total amount: £26,223.99.**

**1st to 30 September 2025 Events**

**Back To School Picnic (05 September 2025) profit of £ 334.54; waiting for £75 food truck fee. The event profit was reported as 522.81 when inclusive of food truck fee and the uniform shop profit of 113.27 at the event. See Wash-Up section for event feedback.**

**Uniform Shop profit of £113.27.**

**Back To School Disco (20 September 2025) profit of £554.84 (see Wash-Up section for event feedback). Lower than previous discos. Still £3 ticket fee. SD said ticket numbers were consistent with prior discos but just had timing issues. FOTLS to investigate. Changes suggested were different format (TR), bottles of drink (TI), disco flow better (TR). Problems with variety of bottle flavours (SD), will attempt to order ahead next time: blackcurrant, orange, and water.**

**Outgoings Events**

**Christmas shop 1 & 11 December 2025 spent of £322.28 of £2000 budget; FW feels an increase in budget will be necessary. Discussion to take place at 07 November meeting.**

**Keeping last year pricing of £1.50 per present. Less leftover stock from last year. FW reports becoming challenging to find quality items to sell for £1.50**

**2025 Y6 Leavers party spend of 167.56 claimed in 2026-year, party resulted in £7 profit with goal of breaking even.**

**Events Totals**

**Income of £1,454.40, expenses of £941.59, with profit of £512.81.**

**Total raised (minus expenses) was £527.24.**

**Total donations to school were £995.83, including Pantomime 27 November 2025 by STAGE-ED promised in 2024/2025 academic year (£566.67), and Atrium & Library Upgrade in 2024/2025 academic year (£429.16).**

**Money outstanding to go to school, approx. £8K.**

- Handover tasks for the bank and other accounts.

**Discussed in MA Chair Report. MA, NH and SD to be allocated tasks for banking. FW to stay on bank accounts until a third signatory (SD) is added.**

**School  
Updates &  
Communic-  
ations**

Review of what the School/SLT have requested/are aware of/have approved. To draft a list of any updates they will need from this meeting. Set up meeting dates. Ask for feedback and requests by SLT.

- 4 funding requests from the school for voting:

- 1) Mrs Kelly (School Council Leader) asked for £70 for a badge maker (currently £67 online). Previous School Council badges

cost over £40 and only half were returned. Badges could be used for a range of things, e.g., School Council, House Captains and Library Monitors. Also for future opportunities, e.g., Travel Ambassadors, Reading Ambassadors and Sports Leaders.

- i. On 22 September: 2 votes for 'yes'; 2 requests for further discussion; and 7 missing responses.

**Voted in meeting. Approved. 7/7 voted in favour.**

- 2) Mrs O'Keefe (Lunchtime Leader) asked for £200 for playground games. This was voted to be a continuum of £200 for each (whole) term.

On 22 September: 5 votes of 'yes'; 6 missing responses.

**£600 per year, £200 per term. Voted in meeting. Approved. 7/7 voted in favour.**

£200 for Sports Leader training to help facilitate healthy lunchtime activities and run games for children on all playgrounds. The funding covers 20 Y6 children being trained and supported by Witchford Village College's Sports Leaders.

**TR: Now for Year 5. Work closely with WVC. Application process and rota. Stop anti-social behaviour and try to be inclusive. Children will have something visible to designate them at lunchtime. Money goes to WVC team of people to train the 20 Y5 children, plus support throughout the course. Mrs Griffin is the lead. Sustainability for future years discussed.**

**Voted in meeting. Approved. 7/7 voted in favour.**

- 3) £250 on buying 2 tables and 12 chairs to go outside the Y3 and Y4 classrooms so that groups can work outside of those classrooms. The quote was emailed to FOTLS.
  - i. On 22 September: 7 votes of 'yes'; 4 missing responses.

**Voted in meeting. Approved. 7/7 voted in favour.**

- TR relocated donated uniforms to the Atrium and proposed removing the bins outside to the office, and using uniform rails in school and a new ordering system.
- PE equipment for the teaching of PE lessons.

**TR: Budget lost due to Reception building. Asking £500 now and then at Christmas for Spring Term. Mrs Griffin and Mrs Clifton are the leads. Tennis balls, javelins, handball, basketballs, rugby balls, tag belts, hockey bills, spots, cones, bean bags, pens, rubbers, cricket balls, ball pumps, wall bars, basketball hoops. Lost fees due to NCFE, salaries, and competitions (total available publicly online). To order in December. Two further votes in November and March meetings for next payment.**

**FW: £18K left for funding without consideration for what's 'approved at meeting today, 3 Oct.**

**MA: Has prepared an annual projection to share with committee after review by SD and NH.**

**Voted in meeting. First £500 now and then review future payments at future meetings. Approved. 7/7 voted in favour.**

	<ul style="list-style-type: none"> <li>□ Funding for Laura Tod to develop artwork for the Library and main corridor between Atrium entrance and non-fiction Library.</li> </ul> <p><b>FOTLS Library Renovation Budget allocated to school already spent on library shelving, and FOTLS waiting for invoices. MW-A: suggested students to paint. £200 per day for Laura Tod. Taken off £600 already and Laura to pay own materials. FOTLS were shown area by TR. TI offered to take pictures upon completion. Total £2,500; 10% now and remainder in January through February half-term. Tie in with book day March. Might be VAT added on and TR to check.</b></p> <p><b>Voted in meeting. £250 (10% of total) now. Bring to half once project is halfway completed £1000 and final instalment upon projection completion £1250. Total for murals £2,500. 7/7 voted in favour.</b></p>
<p><b>Committee Changes</b></p>	<p><b>Megan Wilderspin-Allen (MW-A) and Mandy Wilderspin (MW) asked to join FOTLS Committee. They were both nominated to join at this meeting and will be allowed voting privileges at 07 November meeting after final voting is completed.</b></p>
	<p><b>NEXT TERM AND FUTURE EVENTS FOR DISCUSSION</b></p>
<p><b>Future Event: Movie Night 21 &amp; 22 Oct 2025</b></p>	<p>Status of this fundraising event by the organising subcommittee.</p> <ul style="list-style-type: none"> <li>□ Budget requested of £500.</li> <li>□ Families voted for the movies to be shown.</li> <li>□ Moved to the same week and forward by a week due to Parent Consultations and safeguarding issues with initial dates.</li> </ul> <p><b>Nightmare Before Christmas won with 39% of vote. £5 per ticket for popcorn, drinks, slice of pizza. Last expense in Feb was £201: £70 refreshments and £130 movie licence. Feb Profit was £266; tickets did not include pizza and were £1 less. Now offering pizza due to hunger reported by children at the Feb Event. Ticket price rose by £1 to accommodate for this. Discuss at next meeting 07 November to renew 60 days before next subscription. MW-A and MW discussed dietary requirements that needed to be catered for. Conversations with specific dietary requirements. MA stated this is policy to do for all events and will work to make this more known.</b></p> <p><b><u>Action: Flyers need to be updated to show dietary requirements: printed and placed on gates.</u></b></p> <p><b>Voting in meeting. £500 approved. 7 yes.</b></p>
<p><b>Future Event: Cake Sale 24 Oct 2025</b></p>	<p>Status of this fundraising event by the organising subcommittee.</p> <ul style="list-style-type: none"> <li>□ Budget requested of £100.</li> <li>□ Tongs with MA</li> <li>□ Poster needs creation</li> <li>□ Communications plans need setting.</li> </ul>

	<p><b>Francesca Bass gave MA tongs. JR to create poster and plan communications. Francesca Bass to be involved. Gluten and dairy free cakes/bakes to be purchased.</b></p> <p><b>Voted in meeting. £100 approved. 7/7 voted in favour.</b></p>
<p><b>Future Event: 01 Dec 2025 Christmas Shop</b></p>	<p>Status of this fundraising event by the organising subcommittee.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget previously approved of £2000.</li> <li><input type="checkbox"/> Students in Early Years to Year 5 were to be given a choice of names for the shop to choose from in order to align the name and branding with current school demographic.</li> </ul> <p><b>TR to ask school council. Need to ensure all children are represented.</b></p> <p><b><u>ACTION: TR to investigate.</u></b></p> <p><b><u>ACTION: FOTLS to generate alternative names for children to vote on.</u></b></p>
<p><b>Future Event: 23 Jan 2026 Paint &amp; Sip</b></p>	<p>Status of this fundraising event by the organising subcommittee.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> VOTE: Budget and a £20 holding deposit to Laura Tod. Alcohol license payment.</li> <li><input type="checkbox"/> VOTE: FOTLS to vote on paying Duncan (Lantern) on Paint and Sip evening. Duncan is only contracted until 18:30; £35 per hour rate.</li> <li><input type="checkbox"/> Laura Tod proposal: <ol style="list-style-type: none"> <li>1) Time: 19:00–21:00? Plus at least 30 mins either side for setting up/packing away.</li> <li>2) Group Size: 15 maximum.</li> <li>3) Other: all paint, equipment and materials supplied by Laura. FOTLS run bar and could serve alcohol (suggest wine and beer; can include drinks within ticket price and issue bar tokens).</li> <li>4) Tickets: TBC.</li> <li>5) Pricing: Ticket price TBC – usual charge approx. £25pp; Laura proposed £28pp to cover costs of materials, preparation and time. Laura to take £20 per ticket sold and FOTLS take the rest.</li> </ol> </li> </ul> <p><b>Not discussed today.</b></p>
<p><b>Future Event: 07 Feb 2026 Ely Brick Show</b></p>	<p>Status of this fundraising event by the organising subcommittee.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outcomes of 22 September Sub-committee meeting and 29 September meeting with Duncan (EBS), TR, MA, TI and SD.</li> </ul> <p><b>TI speaking for subcommittee: main EBS of the year, Cosplay characters, Speed Build, workshop for Great Ball Contraption, Robot Wars, Spot the Minifigure, and more. 10-4 for event with 3-4 quiet hour. £5 to 31 December 2025 and then £7 from 01 January 2026. 12 (previously 7) classrooms (not Reception), Hall, and Atrium. Food vendors and FOTLS bake sale (£1 cakes), tea, coffee, picnic boxes. Community and wider audience. Stressed that vendors and attendees are coming from far abroad. Social media advertising (previously £150). Vendors, displayers, and volunteers need food, drink and a show brick souvenir. Subcommittee working out number of volunteers and what provisions needed. Discussion to share with another charity.</b></p>

	<p><b>Previously Ely Food Bank. Last year allocated £480 to Food Bank through funds of raffle and spot the mini figure. Could have Ely Food Bank to run the events that they are profiting from. Subcommittee to determine how to portion the donation to Ely Food Bank and report back on 07 November.</b></p> <p><b>2024 EBS: £581.30 spent and £2685.90 profit.</b></p> <p><b>Current budget of expenses was £600 plus additional vendor. Asking for £1500. There will be paid advertisements to increase ticket sales and to market further.</b></p> <p><b>Voted in meeting. Asking for £1500. Approved. 7/7 voted in favour.</b></p> <p><b>Voted in meeting. Partnering Ely Food Bank. Approved. 7/7 voted in favour.</b></p>
<p><b>Other Future Events:</b></p> <p><b>Autumn Term- Panto &amp; Bingo &amp; Jingle Bell Bash &amp; Uniform Sale</b></p> <p><b>Spring Term- Valentine's Disco, Bingo Bonanza, Ninja Dash, Circus, Festive Friday</b></p> <p><b>Summer Term- FriYays, Silent Disco, Summer Fair, Leaver's Party</b></p>	<p>Status of these fundraising events by organising subcommittees; discussions; budget setting.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Panto update</li> </ul> <p><b>Purchased and paid for by FOTLS. Cinderella. Run by School for all children to participate in school hours.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bingo update.</li> </ul> <p><b>Cancelled in favour of March.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Family Bingo Night update.</li> </ul> <p><b>Need to form a subcommittee to craft this event.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Jingle Bell Bash update.</li> </ul> <p><b>Non-ticketed, all-inclusive disco. No cost to families. Receive a gift. No DJ hired. Spent £323 for antlers headgear in 2024. To discuss 07 November. Ask for parent volunteers. FOTLS to run the games. 442 students this year (less than last year).</b></p> <p><b>Voted in meeting. £350 budget. Approved. 7/7 voted in favour.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> October Parents Consultation Uniform Sale update.</li> </ul> <p><b>CV, MW-A and MW running sale. Have reorganised uniforms. Have QR codes to enter own price. TR asked for setup of sale in entrance hall and not school corridors. Surplus uniforms can go to Cathedral Uniform Drive in Summer 26' term. Can advertise online for purchase.</b></p> <p><b>SKIPPED REST OF AGENDA POINTS:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> December Uniform Sale update.</li> <li><input type="checkbox"/> Valentine's Disco Update</li> <li><input type="checkbox"/> March Bingo Bonanza Update.</li> <li><input type="checkbox"/> Ninja Dash Update.</li> <li><input type="checkbox"/> Circus Pazaz Family Circus Update</li> <li><input type="checkbox"/> Festive Friday Update</li> <li><input type="checkbox"/> FriYay Update</li> <li><input type="checkbox"/> Silent Summer Disco Update</li> <li><input type="checkbox"/> 2026 Lantern Summer Fair Update</li> </ul>

	<ul style="list-style-type: none"> <li>□ 2026 Leavers' Party Update</li> </ul>
<p><b>Any Other Business</b></p>	<ul style="list-style-type: none"> <li>□ Leavers hoodie funding and the leavers budget for all their events. Three hoodie quotes for selection and vote for funding.</li> </ul> <p><b>Hoodie World, HitZro, and Mrs Griffin Fizz Hoodies quote. Last year 11 and 14, this year ranging 16 to 25.</b></p> <p><b>In 2023 £610 (50% of cost), Y6 SATS snacks £74.18 funded by FOTLS, Parents paid £5 for party/FOTLS facilitated and paid £0 - £684.18 total spend on Year 6</b></p> <p><b>In 2024 £638 (50% of cost), Y6 SATS snacks £66.53 funded by FOTLS, Parents paid £5 for party/FOTLS facilitated and paid £300 of overspending in the budget; £1004.53 total spend on Year 6</b></p> <p><b>In 2025 £700.56 (100% of cost), Y6 SATS breakfasts £200 funded by FOTLS, parents paid £10 for party/FOTLS paid £0 - £900.56 total spend on Year 6</b></p> <p><b>SF discussed the Y6 Leavers Party - can be parent-funded again this year, and Y6 hoodies FOTLS funded.</b></p> <p><b>Need to balance hoodie costs with party costs. Suggest we fund an amount per student annually rather a percentage of the cost.</b></p> <p><b><u>ACTION: FOTLS to discuss costings and whether to have online voting or vote at 07 November meeting.</u></b></p> <p><b><u>ACTION: TR to check school uniform policy with C A-H.</u></b></p> <p><b>Further discussion of Y6 Leavers book, which was partially funding by class grant (£200 of £250), and school paid £500. May have to review for this year.</b></p> <ul style="list-style-type: none"> <li>□ Class grant amounts for the current year.</li> </ul> <p><b>Voted in meeting. MA proposed raising to £300. Approved. 6/6 voted in favour (TI left the meeting before vote).</b></p> <p><b>Post meeting note: MA discovered in 24/25 Annual P&amp;L provided by FW that not all grants were used in 24/25. Requesting this to be on the 07 November agenda for discussion.</b></p> <ul style="list-style-type: none"> <li>□ Exploration of Amazon wish lists for the classes.</li> </ul> <p><b>Setting up wish list for each class but FOTLS now funding more events. Concerns over asking too much from families. To be discussed at 07 November meeting.</b></p> <ul style="list-style-type: none"> <li>□ Discussion or vote on buying from Temu and other similar retailers in order to maximise our profits.</li> </ul> <p><b>Discussion of Amazon versus Temu. Concerns of child labour and lack of quality/testing through EU guidelines. ParentKind had given guidance on not purchasing from retailers. Need to research and discuss further.</b></p>

	<p><b><u>ACTION: TR to check school policy and Meridian Trust policy with C A-H.</u></b></p> <p>Not discussed today due to time:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microsoft 365 enterprise plan for nonprofit organisation</li> <li><input type="checkbox"/> Astco collected the bank before school started.</li> <li><input type="checkbox"/> FOTLS freezer location to be provided</li> <li><input type="checkbox"/> Ely Standard Competitions: Art &amp; Dino</li> <li><input type="checkbox"/> East Cambridgeshire Community Fund open to applications between the 31<sup>st</sup> October 2025 and 12<sup>th</sup> December 2025 (<i>Up to £1k available</i>)</li> <li><input type="checkbox"/> 20th Anniversary</li> <li><input type="checkbox"/> Parents of year 3 have requested a solution for cardigans and jumpers when the children are outside and don't want to wear their attire. Concerns over lost property.</li> </ul>
	<p><b>WASH-UP SECTION (TIME PERMITTING)</b></p>
<p><b>Event Wash-Up:</b></p> <p><b>05 Sept 2025 Back to School Picnic</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Income: £140.50 (SumUp), £48 Uniforms (Cash) and £112.90 Refreshments (Cash), £180 (Bounce House Party; 25% share), £75 (Tibet Flavour Food Truck; £75 pitch fee)</li> <li><input type="checkbox"/> Expenses: £3.59 (SumUp Transaction Fees)</li> <li><input type="checkbox"/> Profit: £552.81</li> <li><input type="checkbox"/> Leftovers: None</li> <li><input type="checkbox"/> Event notes: Pre-sales of bands would reduce wait times for guests. Bounce should arrive on time and with enough supervision for inflatables.</li> </ul>
<p><b>Event Wash-Up:</b></p> <p><b>19 Sept 2025 Back to School Disco</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Income: £1,003.00 ticket sales (SumUp £960 and £43.00 cash).</li> <li><input type="checkbox"/> Expenses: £300 (DJ), £113.70 (ALDI refreshments – MA), £9.66 (decorations – SD), £24.80 SumUp transaction fees.</li> <li><input type="checkbox"/> Profit: £554.84.</li> <li><input type="checkbox"/> Leftovers: None</li> <li><input type="checkbox"/> Event notes: Timetable is not manageable. DJ has booked in for February.</li> </ul>
	<p><b>NEXT MEETING (TIME PERMITTING, CAN BE DISCUSSED OFFLINE)</b></p>
<p><b>Next Meeting:</b></p>	<p>Week commencing 07 November</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In-person meeting, Lantern Staff Room (<i>Friday 1.15-3.20</i>)</li> </ul>

#### Additional Information

Meeting minutes to be transcribed from topics discussed from annotated agenda and will be made available to sub-committee and school (if desired) at the earliest convenience. All committee

members and school representatives listed below are invited to the meeting. All committee members are asked to participate when possible.

## **Current Committee / School Representatives Attendance List**

### **ATTENDING (8)**

Thomas Ritson (TR), Assistant Head Teacher, SLT

Meredith Atkins (MA), Chair; Reception, Year 2, Year 3 Coordinator; Committee member

Rachel Brown (RB), Ninja Dash; Year 5 Co-Coordinator; Committee member

Neera Hobson (NH), Recording Secretary; Committee member

Stephanie Dickman (SD), Volunteer Coordinator; Committee member

Sarah Follett (SF), Year 5 Co-Coordinator; Committee member

Tali Iserles (TI), Ely Brick Show; Committee member

Carolina Vidal (CV), Committee member; Year 1 Co-Coordinator; Committee member

Megan Wilderspin-Allen (MW-A), Uniform Sales Co-Coordinator. Nominated to join FOTLS Committee at 03 October meeting and to be voted onto Committee at 07 November meeting.

Mandy Wilderspin (MW), Uniform Sales Co-Coordinator. Nominated to join FOTLS Committee on 03 October meeting and to be voted onto Committee at 07 November meeting.

### **APOLOGIES (4)**

Sinead Hurley (SH), Ninja Dash; Year 6 Coordinator; Committee member

Eleanor Leahy (EL), Christmas Shop; Committee member

Jill Robinson (JR), Press Secretary; Committee member

Christy Buckingham (CB), Year 4 Coordinator; Committee member

## **SUB-COMMITTEES & FOTLS MEMBERS**

**Discos:** SD (Lead); MA

**Movie Nights:** MA (Lead); SD

**Uniform Sales:** CV (Lead); MW-A; MW

**Ninja Dash:** SH (Lead); RB (Lead); MA; SD

**Summer Fair & Festive Friday:** MA (Lead); SD; CB; NH

**Ice Cream Sales:** MA (Lead); SD

**Leavers Events:** MA (Lead); SD; SH; NH

**December Shop:** EL (Lead); MA; JR; NH; SD; CB

**Ely Brick Show 2025/26:** MA (Lead); TI (Lead); SD; CB