

Friends of Snitterfield School (FOSS)

Committee Minutes

Thursday 9th October 2025

Snitterfield Sports Club, Snitterfield. STRATFORD-UPON-AVON.

Present:

Olivia Rainford (Chair)
Michael Dickaty (Vice-chair)
Karen Mason (Secretary)
Laura Burgoyne (Treasurer)
Stacey Beacom (Events)
Will Gough.
Lauren Coglogiavanni
Justyna Brown

Apologies:

Becky Green (class rep yr5)
Kate Roberts (Schools liaison)

1. Minutes of EGM held on 24.09.2025

Previous draft minutes from EGM 24.09.25 available under School [website](#).

Minutes were noted as a true record. **OR proposes to approve and sign, seconded KM. KM to place on file and posted to the School [website](#).**

2. Matters Arising

All newly appointed members to read and sign the Charity Commission Trustee Eligibility Declaration form, with the Charity Commission website to be updated with the new trustee information. **Complete and on file.** To identify a Year 6 parent representative. **Outstanding.** OR to approach Sally-Ann Curson, year 6 parent. To review Constitution. **Outstanding.** Agreed KM to compare to Parentkind PTA Model Constitution.

3. Finance, Banking and Governance

OR provided an update on progress with access to FOSS bank account (Lloyds). Item to progress outside of meeting.

‘Easy Fundraising’ was discussed. All agree this is a funding campaign that we should be actively promoting across the whole school and extended community. OR/LB to review and a plan to promote be compiled once banking arrangements finalised.

FOSS have arranged a handover meeting with previous chair Charlotte Phillips for w/c 12/10/25. In respect of Governance, it was acknowledged that there are several model PTA policies that could be reviewed at a later date, but for now the existing constitution adopted for FOSS is sound.

4. School Priorities – Meeting with Mrs Silk

OR/KM provided a brief update on the meeting held with Mrs Silk (RS), headteacher. A brief SLA will be drafted, school priorities and a 'wish list' to be provided for tabling at a future meeting emphasising the angle of enrichment for pupils, in line with Foss values. All agreed that a fundraising target is key in the engagement of parents, pupils and the wider community.

School welcomed expressions of interest for a FOSS repairs team to support with jobs list throughout the year. LB raised the suggestion of a waiver for repairs team volunteers. **KM to follow up with RS.** School is responsible for checking the quality of work.

RS has notified FOSS that the quote for the coach transport is £750.00. Funding proposed that FOSS will contribute £750.00 towards coach transport for whole school visit to Leamington Spa Centre Pantomime. Proposed OR, Seconded KM, MD, LB. **KM to notify RS.**

5. Halloween Event Thursday 23rd October 2025.

The call out for FOSS volunteers across the proposed year of events for 2025/26 has generated in total (to date) 19 Volunteer responses. This is a healthy number thus far and enables the first event to go ahead.

OR updated that a DJ for a Halloween Disco was now unavailable for the date of 23.10.25.

On the back of enough parent volunteer support, SB has agreed to take the lead for an after-school Halloween Crafts session. School has agreed on the date and the offer of two teachers support. Consensus is that this would be welcomed by parents and children.

SB to pull together team of volunteers and resources required including publicity.

6. Christmas Event Planning

Tea Towel project

KM proposed the option to produce a FOSS Tea Towel displaying whole school self-portraits. Sales will align to Christmas events. It has been 8 years since the school produced one. Examples were shared.

It was agreed to take forward this project with the aim to agree a working group, supplier, cost analysis, and publicity. 1 colour, take out Christmas reference. **KM to progress with LB support on financial modelling.**

Thursday 11th December Christmas Bonanza / Santas grotto.

A discussion was held on the appetite and desire of what a FOSS Christmas Bonanza would look like. It was settled that a KS1 and KS2 Christmas Disco including a visit by Father Christmas would be widely supported. WG proposed that an approach could be made to the Snitterfield Arms to explore an option of linking a drink and a festive treat for adults with the evening of the 11th December. The following actions were agreed:-

Discussion with Snitterfield Arms - WG

DJ to be booked – OR

Confirm booking with Father Christmas – KR

Working group to be set up - OR

Elfridges – Christmas Shop and wrap service

KM proposed that an option for consideration could be a pop-up 'Elfridges' Christmas shop. The idea being that Children would pay to purchase a gift from the shop for parents/grandparents and they would be wrapped as part of the purchase. This would be run by FOSS and held in school. The shop would be stocked via a combination of suppliers and unwanted gifts could be donated and could tie in well with a 'Break the rules / crazy hair' day on Friday 28th November.

Further discussion to be held and a working group would need to be set up.

Raffle

Agreement of a Christmas Raffle in conjunction with Carol Service on 15th November.

OR to explore TENs license

FOSS volunteers to be identified who could source donated prizes.

Monday 15th December Christmas Carol Concert at Church

FOSS to look to serve refreshments (mulled wine). A TENs license will be required from the Council.

OR to purchase a TENs license.

Volunteers will be required.

Wednesday 17th December Christmas KS1 play at School

FOSS to serve refreshments to include hot chocolate.

Volunteers to be required.

7. AOB

KM updated that year 3 parent Charlie Butler has agreed to refurbish the school noticeboard, which is very welcomed. Agreement made with school and a thank you to CB.

OR updated that FOSS has a page on the school website which will be updated in due course, outside of this communication channels will be via the school weekly newsletter and year group FOSS representatives (thank you to those parents). A future agenda item could be explored around WhatsApp community channels as a more efficient way of communicating. A willing volunteer who could review this would be welcomed by the committee.

It was agreed that the trustees will meet in November to progress governance tasks outstanding.

Meeting ended at 20:10

Signed _____ **Chairperson** _____ **Date** _____

Reminder Meeting dates for the year.

Thursday 4th December 2025, Committee Meeting. Snitterfield Arms.
Thursday 5th February 2026, Committee Meeting. Snitterfield Sports & Social Club.
Thursday 7th May 2026, Committee Meeting. Snitterfield Arms.
Thursday 9th July 2026, Annual General Meeting. School Hall, Snitterfield Primary School.

Reminder FOSS Events calendar

Thursday 23rd October Halloween Crafts
Thursday 11th December Christmas Bonanza / Santas grotto
Monday 15th December Christmas Carol Concert at Church (drinks)
Wednesday 17th December Christmas KS1 play at School (drinks)
February Parents/Carers Social - TBC
Thursday 12th February Valentines Disco
Easter - TBC
Sunday 7th June Snitterfield Village Fete