



Friends of Springfield School

Meeting minutes – Thursday 14th March 2024 (12-1pm)

Present: Kim Cepeda Wilson, Laura Armitage, Karin Stringer, Lorraine Standring, Sandie Preen, Helen Knight

Apologies: Lynn Stubbs, Becca Price, Mr Protheroe – Rotary Club, Cath Fearn, Carolyn Fearn

- HK opened the meeting, welcomed everyone and thanked them for coming. Welcome to our newest committee member, Sandie Preen who is grandparent to one of our primary students. Sandie has previous experience of co-ordinating school nursing care, particularly for students with medical conditions (amongst other skills and experience). We are grateful for you joining us and look forward to you being part of the committee.
- The minutes of the last meeting were reviewed and confirmed as an accurate record of the meeting held on Thursday 1st February 2024.

Finances

- It was agreed 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) **(HK & CF to co-ordinate)**.
- As chosen charity for Tesco Stronger Starts at the end of last year, we have been offered a provisional £500 towards a school project of our choice. HK has completed the grant application using the wheelchair accessible planters and sensory outdoor toys as the nominated project.

FoS Branding

- As we have created a new logo to match the new school branding, we would like to have some new collateral printed/created to reflect the new logo, including a sticker for the outside noticeboard, small stickers, postcards and keyrings/badges to give to people who contribute to FoS or whose actions make them a 'Friend of Springfield'. The group agreed on small, sensible spending for this and we will look at suppliers and outline a shopping list and value at the next meeting **(HK & CF to co-ordinate)**.
- Our New Starters leaflet needs to be updated with our new logo. **(HK to update and send to KS)**.



Springfield Cares

- At last month's meeting, one of the many great suggestions from Secretary, Kate Bentley was that each time a student has to stay in hospital for a few days (or longer), the committee will put together a small care package filled with some helpful items for both the students and their parents/carer to make their stay a little easier and to let them know that their Springfield Family is thinking about them. The first package was delivered to a student during the February half term and KCW agreed to send a message to the School Leadership Team to ask them to inform us of students who should be recipients of these in future. **(HK to draft message, KCW to send to L'ship Team).**

Spring Raffle

- We agreed that the Spring Raffle would be the key feature of our stall at Smallwood Vintage Fair this year. There is a lot to co-ordinate for this event, so all help is gratefully received! **(HK to create raffle request letter, KCW to send to all via 'Letters Home' on eSchools, HK/CF/LS to liaise regarding staffing and advertising of the stall).**

Requests & Ideas

- We reviewed each of the eight submissions we had for funding or activities via the online form we sent to staff last month with the following results:
 - **Wheelchair swing and roundabout, access to 2 minibuses (total around £50k)** - It was decided that the overall figures for these items is more than FoS can realistically fund and that the agreed purpose of FoS is to fund a large number of smaller projects rather than fewer high-spend projects. We agreed to work with the staff involved in the submission to look at alternatives including funding the wheelchair accessible planters, looking at the plans for that area and seeing what else we can contribute to and exploring visits to specialist facilities including transport to enrich the experience of the students in the classes involved.
 - **Class Penny Wars** – Julie from our Admin Team came up with a great in-class fundraising idea where each class has a jar/container that they fill with small change over a period of time. Whichever class collects the most wins a prize. **(LS to co-ordinate).**
 - **Fit Sky Junior Jumper** – One of our Primary classes has asked to purchase a piece of small, portable playground equipment costing around £300. This has just been purchased for Spring High and is a success there. Given that this will benefit many students, the committee agreed to this purchase.
 - **Sensory Hug Canoe** - One of our Primary classes has asked to purchase a Sensory Hug Canoe for their class that will fulfil the sensory needs of various students in the class costing around £80. Given that this will benefit many students, and the fact that it can be shared with other classes and can be tested as an item we might include in our Sensory Library, the committee agreed to this purchase.



- **Sensory Pin Toys** - One of our Primary classes has asked to purchase five sensory toys for their class that will fulfil the sensory needs of various students in the class costing around £45. Given that this will benefit many students, and the fact that it can be shared with other classes and can be tested as an item we might include in our Sensory Library, the committee agreed to this purchase.
 - **Design & Technology Equipment** - One of our Sixth Form teachers has asked FoS to fund equipment, tools and materials to create a D&T capability within school at a cost of around £2,500. Due to the relatively high value, the fact that tools and heavy equipment are involved, space needed and other questions etc, the committee agreed that it would be helpful to ask the staff involved in the submission to come to the next meeting to discuss the request in more detail.
 - **School iPads** – We received a request to fund some of the new iPads that are required across the whole of the school to replace outdated, failing iPads we currently have, however, shortly after the meeting this request was cancelled after funding became available elsewhere.
- **HK to respond to all submissions and to arrange purchase of agreed items.**

Date of Next Meeting

The next meeting will be on Thursday 25th April at 12pm.

AOB

- HK will 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).**

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