

Minutes of the of the Friends of Woodlands School (Edinburgh),

held on Monday 14 November 2022 virtually by Teams

Participants: Carol Pake, Janis Mullen, Martin Shand (Treasurer), Rachel McKerrow, Sara Beckett, Sinéad Reynolds (Chair)

Apologies: Fiona Clarke, June Jamieson (Secretary)

1)	Participants and Apologies As above	
2)	Approval of the Minutes of the 2022 AGM The minutes of FoW 2022 AGM were unanimously approved.	All
3)	Chair's Report on Actions/follow up from the last meeting The lottery licence - needs to be renewed with City of Edinburgh Council (CEC) at the end of the calendar year and forms need to be submitted after each 'gambling' event to the Licencing Dept. The licence is paid for out of PC funds. Fiona has sent paperwork to Christina, Treasurer of the PC. Martin to follow up and renew licence in time for a possible Easter raffle. Costco - have donated a real Christmas tree since 2017. Fiona has provided the cover letter, Sinéad to amend/send and Martin agreed to pick up from the store. Potential grant funder list – Sinéad to follow up with Colin (former Treasurer) eg Currie Roundtable, who have supported the school in the past. St James's Place Charitable Foundation – contact to be resumed once we have met with Scotplay in the new year (see fundraising needs/update below).	Martin Sinéad/Martin Sinéad Sinéad
4)	Accounts update Martin provided an overview of the accounts. There has been little movement and the accounts stand at c£9k. In the last year, £1.3k was received in income. Martin had a handover meeting with Colin in October and since then the audited accounts have been submitted to OSCR. Martin does not yet have access to the bank account and will follow up with Colin on this and changeover of bank mandates/signatories .	Martin
5)	Fundraising Needs/Updates Sara reported that the playground is in dire need of a refurbishment. The Trim Trail has been in place for 14 years (estimated life span 10 years) and will be decommissioned before Christmas. The groundworks also need to be addressed. School has been in contact with Thomas Craig at Scotplay, one of the CEC approved contractors, who has had previous contact with the school and knows the nature of the learners and the equipment. There has been a suggestion to set up separate play areas rather than have one large area. Also the material used	

	<p>needs to be carefully considered eg wooden structures will not be suitable for the damp ground. A major revamp is needed and pupils are being consulted for their input.</p> <p>As above, decommissioning of 3 pieces of equipment will be undertaken before Christmas, including removal of the mulch and pathway. This will be undertaken by Scotplay. Julie Kelly, playground coordinator at CEC, is also involved. School will have to meet this cost, as yet to be determined.</p> <p>The committee is keen to meet with Thomas Craig to discuss the plans and progress. Janis will make contact with him to set up a meeting, and all agreed that a Monday morning in January would be suitable and all are happy for email addresses to be shared.</p>	<p>Janis</p>
<p>6)</p>	<p>Procedural matters</p> <ul style="list-style-type: none"> a. Date of next meeting – tbc depending on timing of Scotplay meeting Monday 30 January at 10am via Teams. b. Change of postholders - Fiona has updated the committee and membership registers and provided a copy of these to Sinéad. Sinéad to contact Fiona to see if any further action is required in terms of notifying OSCR of change of postholders. 	<p>Sinéad</p>
<p>7)</p>	<p>A.O.C.B</p> <p>The Facebook group name is currently causing some confusion. All to consider alternatives.</p> <p>The meeting was concluded at 10.30am.</p>	<p>Committee</p>