

## Action Plan

### Raising funds for Luckington School

	Action	Owners  eg FOLS, Governors, school	Individual responsible  (If applicable)	Next step	Date to be completed
1	Write a letter to our MP about our small school status asking him for support and inviting him to visit	Julia	Julia	Julia to write letter after the election to be signed by Julia, Mark, and Mary.  If no response is given to this letter Fols and governors to write further letters	Early June
2	Write a letter to the local community asking for financial support	Governors	Mark	Jane to email Mark to ask him to draft a letter.  Hold a meeting to look at draft before it goes out including governors and Julia	Summer term
3	Distribute the above letter	FOLS	Mary	Find out number of letters needed and get mailing list  FOLs address letters and distribute	Summer term

4	Write a list of needs/wishes for resources, trips for next year	School	Julia		Beginning of June
5	Access lists of organisations that offer funding	Jane	Jane	Organise the list for the meeting outlined in the next action	June
6	Delegate items from the staff's needs list to volunteers who will go away and apply for funding	All	Jane	<p>Call a meeting and send out an email asking for volunteers prepared to apply for a specific piece of funding</p> <p>Delegate a specific funding task to individuals at the meeting</p> <p>Agree a review meeting and date</p>	June
7	Approach the Parish council and make a suitable bid (possibly for the fence)	FOLS	Victoria and Mary	<p>Approach Vicky Avery about putting in a bid to the council</p> <p>Put in a bid for the fence</p>	June
8	Plan a series of fundraising events for next year	FOLS	Mary	Plan a list of events at the next FOLS meeting	June
9	Make a list of local businesses that might support us and organise people to approach each. (Hunt,	FOLS	Cathy	FOLS meeting create a list of who will approach local businesses	June

	Badminton Estate Renee Tuck etc)			<p>Cathy to write a generic letter to send out to businesses that could be adapted.</p> <p>Volunteers so far:</p> <p>Fiona-Approach Sue Goodwin about The Hunt</p> <p>Juliet approach Michelle about Badminton Estate</p> <p>Cathy Approach Renee Tuck</p> <p>Jane and Ceri approach Dyson</p> <p>Jane approach horseless trials</p> <p>Polo Jane to ask Rosie</p> <p>Other organisations tbc</p>	
10	Find out about and implement use of match funding from parents' places of work	FOLS	Katherine	<p>Put a piece in the newsletter asking parents to find out about their work match funding opportunities</p> <p>Send out an email asking parents to find out about match funding –Jane to send</p>	June

				out generic one found	
11	Find out about and apply for local pots of money we can apply for (carnival, Boules day etc)	FOLS	Cathy and Juliet	Organise the drinks stall for boules festival  Cathy has approached The Carnival and knows when apply	June
12	Apply to be part of supermarket schemes like Waitrose green token, Tesco and Co-op	FOLS	Volunteer from FOLS tbc	Volunteer liaise with Cathy to discuss what she has found out	June
13	Approach the playground committee to explain the school's financial situation and see how they can support us in the next year.	FOLS		Discuss this at the next FOLS meeting	June
14	Organise a BT giving account for sponsorship in the future	FOLS	Jane	Continue the process started	June
15	Register FOLS with gift aid-	FOLS	Cathy		June
16	Create a monthly newsletter to go	? tbc	? tbc	Liaise with Julia and Gwen to create a newsletter based on	

	out to the community.			the one for parents but edited to be more interesting for the whole community	
17	Consider a 'brick wall' page on the website linked to local charities	tbc	tbc		
18	Consider organising a fundraising cycling event for families	Laura	Laura	tbc	