

Friends of Colgate Primary School, meeting 18.01.17

Minutes, Mrs McCaig

In Attendance:

Mrs Goldthorpe (Chair), Mrs Winn, Mrs McCaig, Mrs Lawrence, Mrs Fenn, Mrs Veal, Mrs Doyle, Ms. Ferris, Mrs Ritson and Mrs Bridger-Stille.

Chair, welcomes all to the meeting and explains why the previous meeting was postponed. RG explains that meetings will be held at different times and venues so that as many people as possible will be able to attend.

Mrs McCaig to minute this meeting and the AGM on 31.01.17, following this the Secretary will take meeting minutes.

1. Apologies

Apologies from Mrs Bowers, Mr Lawrence, Mrs Miles, Mrs Harrison, Mrs Dunn, Mrs Holmes, Mr Wong and Ms. Lanham

2. Approval of minutes from meeting on 15.11.16

Minutes approved.

3. Matters Arising

None

4. Clarification of Roles

Thanks to KR for researching roles of Vice Chair, Treasurer and Secretary.

RW explains each role and what tasks would be their responsibility. Each role will have a two year term.

For information only - not discussed at meeting – for information only

The role of Chair also last two years and is due for re-election in October 2017. At this time the role of Chair will be brought in line with the term of the other roles so will be for a duration that ends on the same day as the Vice Chair, Treasurer and Secretary, 30.01.19.

KR asks if a role, such as Secretary could be split. RW responds that once the roles have been taken on see how things go and if someone finds their role to large there will be discussion re. splitting that role between two people.

5. Forthcoming elections, Vice Chair, Treasurer and Secretary.

The letter and accompanying nomination form for the three roles will be sent to Parents and Carers today both digitally and in paper form. The people taking on the three positions will be confirmed at 18.01.17 - Nominations sent out.

23.01.17 - Nomination forms to be returned to school office by 10am.

30.01.17 - Ballot papers to be returned to school office by 10am.

30.01.17 - Ballot papers counted at 1pm.

31.01.17 - FCPS AGM positions and officers ratified.

6. Evaluation of autumn term events including funds raised.

Profit and Loss for the autumn term circulated.

The Christmas Fair food, turkey rolls were a success and worked well. To improve food sales and visitor enjoyment in the future more benches will be used and music will be played.

LMC explained that in future class gift expenses must be reimbursed by the FCPS. ABS requested income as well as expenditure to be shown clearly on the accounts/profit and loss in the future.

Discussion about a budget being set for the class gift and a suggestion that Teachers are advised what to make, for example a festive decoration. LMC suggested that Teachers and TA's should be involved in the decision.

Providing early entry for Reception children proved to be a success, they enjoy the fair and were not over whelmed.

Using the large tent worked well. This was borrowed and RG asks that all look out for discounted and second hand gazebos and marques as all feel that the FCPS should own their own.

'Fill a jar' All felt the procedure for filling jars and what they were for was not as clear as in previous years. There were less donations than in previous years. To improve this in the future jars will be collected throughout the year, clean jars will be sent home to Parents and Carers with instructions inside the jar. On the day the jars are sent home a text or email will be sent to all Parents and Carers to explain that the jar is coming home and why.

CD, NF, JF, CK and ABS felt raffling the jars instead of selling them was more exciting and it is suggested that a raffle or similar exciting process be used for this stall in the future.

Preparations should be done in advance where possible to stop the pre-Christmas period being extra busy for FCPS members. For example jars can be collected, cleaned, filled with instructions and stored ahead of time.

There was discussion as to whether Father Christmas had been missed at the fair. Feedback to members of the FCPS and the school office was that no, he hadn't been missed. There had been feedback that separating the two items was a good idea.

Tea with Santa

Healthy profit made, partly due to donations and previously purchased items being used.

Some felt part of the event was chaotic, particularly the games activity. The games took time to organise and some children missed out as there was not time for them to play more than two games. RW and CD suggested that future Tea with Santa afternoons be for a shorter period of time. There was also discussion as to whether this event be limited to Reception, year 1, 2 and 3 children only to stop older children spoiling parts of the event. LMC informed the group that two of the boys who had spoilt the FC visit were year 3 children. Suggestion was made that older children may like to help. Discussion at future meetings to consider this in more depth.

JF asked if thank you cards had been sent to all those who donated a prize. RG confirmed that this has been done.

RG requested that all members of the FCPS and community ask for donations. The FCPS core members agreed, they already all do this. Reminding others in the FCPS community will be done through school communications such as letter and newsletters.

7. Forthcoming events and dates for events.

Raffle prizes to be listed in the school newsletter in the future. Discussion about whether the star prize for raffles should be an item or money. Some members prefer an item while others would prefer money. NF and SL suggested an item in the summer and a monetary prize at the Christmas event.

Spring Dance

To be called the Spring Dance instead of Valentines Disco as the emphasis of the event should not be on love and romance.

To be held on a Thursday as staff may be more inclined to help if events are not held on a Friday at the beginning of a holiday. Refreshments to be a hotdog and a drink which is fun but healthier than lots of crisps and junk food. The ticket price will be £5 to accommodate the change in food. NF is able to source good value hot dogs and drinks. This will mean children can go home, can have time for a snack if they wish.

CD suggested a hardboiled egg decoration competition with a small prize for the winner. Children to bring a decorated egg into school and to pay for this privilege. A 50 pence contribution has been

suggested. Dates will be decided and then the school office will send details home to Parents and Carers.

Summer Fair

At the Summer Fair could children bring their belongings to the school field to be left in a secure area so no one has to leave the field to collect their items. It is hope that people will stay at the fair longer if this happens.

Spring Dance Thursday 6th April, time be confirmed.

Summer Fair Friday 30th June, after Sports Day

School uniform sale to be held between the 20th and 23rd of March inclusive.

8. Procurement procedure and spending limits.

Spending must be authorised in advance by the Chair and/or the Treasurer. Members must be frugal with funds when purchasing items.

Donations MUST always be personal choice. Previously some members had felt uncomfortable that they need reimbursement and were not able to donate.

RG, SL and KR suggested that items be bought when they are on offer and stored for future events. For example Crackers and wrapping paper.

While events are run for the enjoyment of children, their parents and carers all events must break even and should make money. The main aim of the FCPS is to raise funds to support the schools WSCC budget.

10am CD left the meeting

9. Alcohol. TEN (Temporary Event Licence)

A TEN is required by the FCPS if alcohol is to be used as a raffle prize, sold at an event. A TEN costs 321 and is a simple process. NF is familiar with the procedure and will be able to do this and guide others to do the same as and when required.

10. Shed Storage

The FCPS storage space is the metal shed which is positioned next to Cedar class. The key to this shed is available to all core members during school hours. The shed needs to be organised with useless items to be taken to a charity shop or discarded. This task needs to be undertaken by a group of people, there were multiple offers of help. This is to be arranged. As with all tasks this job is not to be left to one member of the team, many would like to help. If anyone person feels they need assistance with any task then they must ask others for help.

SL said that Mr Lawrence will be happy to come to the school, survey FCPS shed and create a quote for work to install electricity to the shed.

12. Any other business

Facebook FCPS

This page must be used appropriately for information and requests for help. For example, requests for Parents and Carers to read with children at the school.

JF set the page up and will be monitoring this. Those who no longer have children at the school will be removed. Inappropriate, unhelpful or unpleasant comments or conversations will be removed or shut down.

Any other items to be taken to the school. If any person is unsure if Facebook is the suitable place for a topic can check with RW or LMC.

School newsletters will include a FCPS box to inform and remind Parents and Carers.

An email to be sent to the community today requesting unwanted uniform (particularly summer dresses) and unwanted Christmas presents to be bought to the school office.

13. Next Meeting at the School, AGM Tuesday January 31st 2017 8:45am

Future FCPC Dates

FCPS AGM	Tuesday 31 st January	8:45am Colgate Primary School
FCPS meeting	Wednesday 8 th March	8:45am Colgate Primary School
FCPS meeting	Tuesday 2 nd May	7:30pm Cherry Tree Inn
FCPS meeting	Wednesday 14 th June	8:45am Colgate Primary School
FCPS meeting	Tuesday 27 th June	7:30pm Cherry Tree Inn
FCPS meeting	Wednesday 19 th July	8:45am Colgate Primary School

Event Dates

School uniform sale to be held between the 20th and 23rd of March inclusive.

Spring Dance Thursday 6th April, time to be confirmed.

Summer Fair Friday 30th June, after Sports Day

ACTION

RW Newsletter

FCPS box to inform all of dates and information as well as ask them to request donations.

Date for hardboiled egg competition to be decided.

To inform Teachers and Teaching Assistants that children will bring their belongings to the school field to be left in a secure area on Sports Day / Summer Fair.

A secure area to be arranged for children's belongings on Sports Day.

NF Cost the price of hotdogs, rolls and drinks for Spring Dance. To bring this information to the meeting on the 8th of March.

To obtain a TEN and guide others to do the same as and when required.

LMC Minutes of this and last meetings to be circulated with P&L.

Email requesting unwanted Christmas gifts and school uniform to be bought to the school office.

Information about hardboiled egg decorating competition to be sent near the time digitally to Parents and Carers when dates have been confirmed.

Parents and Carers to be informed the lost property box will be emptied by the FCPS on March the 3rd, items removed will be sold by the FCPS.

An email to be sent to the community today requesting unwanted uniform (particularly summer dresses) and unwanted Christmas presents to be bought to the school office.

SL To confirm DJ who costs £100, also to check music and light show is suitable for the primary school. To bring this information to the meeting on the 8th of March.

To arrange Mr Lawrence to come to school, survey FCPS shed and create a quote for works to install electricity to the shed.

SL/ABS To check school uniform.

JF Monitor FB FCPS page, delete inappropriate and/or unpleasant comments and remove those who no longer have a child at the school.