

Friends of Colgate Primary School, AGM 31.01.17

Minutes, Mrs McCaig

In Attendance:

Mrs Winn (Chair), Mrs McCaig, Mrs Bridger-Stille, Mrs Fenn, Mrs Lawrence, Mrs Ritson, Ms. Ferris, Mrs Dunn and Mrs Bowers.

Chair, welcomes all to the meeting. Mrs McCaig to minute this AGM, following this the Secretary will take meeting minutes.

1. Apologies

Apologies from Mrs Goldthorpe, Mrs Doyle, Mr Wong and Mrs Harrison.

2. Approval of minutes from meeting on 18.01.17

Minutes approved

3. Matters Arising

None

4. Election outcome

Thank you to Mrs Glassford for her hard work as Treasurer, it is much appreciated.

RW thanked all who applied for committee positions and Mrs Lawrence for her help in officiating at the ballot count. Everyone who applied was contacted yesterday to inform them of the election outcome.

The new committee members are formally approved. Outgoing Treasurer to hand over to new and bank signatories to be arranged by Mrs McCaig. Signatories will be Head Teacher, Business Manager and Treasurer. Two signatures required for every payments made.

The committee members are:

• Chairperson	Mrs Goldthorpe	term, two years	14.10.15 - 13.10.17
• Vice Chairperson	Mrs Bowers	term, two years	31.01.17 - 30.01.19
• Treasurer	Mrs Dunn	term, two years	31.01.17 - 30.01.19
• Secretary	Mrs Ritson	term, two years	31.01.17 - 30.01.19

5. Finance information

FCPS accounts to be presented by Treasurer when they have been audited at the May FCPS meeting which is the first meeting after year end. LMC suggests that next year the AGM is held in late April so that the FCPS accounts can be presented at the AGM.

FCPS, process of allocation of funds.

Project proposals are planned by the school Senior Leadership Team (Headteacher, Deputy Headteacher and Business Manager) and ideas are also put forward to the SLT by the FCPS and/or by staff and pupils. The final decision about what funds will be spent on is decided following discussion with the FCPS. The Head Teacher and school have the final say on how funds are spent. Those interested in funds raised by the FCPS and how they will be spent are warmly invited to attend FCPS meetings and/or approach the Head Teacher (Mrs Winn), the School Business Manager (Mrs McCaig) or the Treasurer (Mrs Dunn).

Funding proposals:

- Sports uniform, tag rugby uniform and sports outwear, fleeces to be purchased.
- Library, quotes for new shelving and software are to be obtained. If more appropriate shelving which is fit for purpose is acquired then the library can be utilised more. The school would like the library to be open and available to children at lunchtime and before and after school as well as for groups such as a sing and sign group to be able to use it.
- Grounds maintenance and improvement. RW has been in consultation with landscape gardeners about improvements that can be made to the school grounds and bi annual maintenance. Changing the size and planting of some borders will allow more space and will make their appearance better. For example the path by Apple class is narrow and when congested people have no choice other than to walk on the muddy area

by the tree which is always bare or muddy. Changing the surface will provide a dry surface for walking and play. The facility to enable each class to have a specified growing area so children can grow food which can be used in school or at home is required and will be planned. Please could any parents & carers who would like to proffer constructive ideas regarding grounds improvements please contact Mrs Winn or Mrs McCaig.

- Mrs Winn is researching using Survey Monkey or such like in school and by the FCPS in the future for gaining feedback from the school community. Secretary and Treasurer to work with Mrs Winn on this.
- Ideas proffered by the FCPC
- JF: Outdoor gym equipment and traverse wall.
- KR & NF: Border by early years building could be made shallower and different plants could be planted so people are not caught on plant branches.
- SL: Could working parties be arranged to help with outside work. Refreshments could be provided
- KR: Does the field need additional items. LMC stated that while the school would like to put items on the field it is not a secure area so it may not be wise.
- RW: School would like welly racks provided for each class so the field can be used more.
- RW: Forest schools are being researched and will be funded by specific, ring fenced funding from within the WSCC school budget. Investigations into land owner ship are under way. ABS to speak with Mr Starmar to see if he knows who owns the woods near the school. The aim is that each class will have one session each week for half a term each year while funding is available.

6. Any other business

- The Travelling Book Fair will be at school on the 27th and 28th February and 1st March after school. Please could FCPS help run the fair and sell the books? Could anyone interested please speak the school office or Mrs Bowers, Mrs Ritson and Mrs Dunn who are organising a rota for this.
- Spring Disco, May the 6th. Mrs Lawrence is to contact a DJ to find our prices and run the disco. The evening's food will be a hot dog in a roll for each child. Ms Ferris and Mrs Bridger-Stille to organise urns for the cooking of the hot dogs.
- FCPS Facebook page, Mrs Fenn is committed to this being monitored properly but feels that this is a task to be undertaken by the FCPS committee. Mrs Fenn will give Mrs Bowers administration rights and will then step down from this role. We thank Mrs Fenn for starting the FB page and managing it since its creation. Mrs Bowers will remove Mrs Fenn as administrator and will also remove any members who have left the school.
- Mrs Lawrence is fund raising for FCPS by participating in the Mud Run which is being held on the St Georges day, the 23rd of April 2017. The length of the run is 2.5km. If you would like to join or sponsor please contact either Mrs Lawrence or Mrs McCaig at the Colgate Primary School office.
- FCPS member to bring their current food hygiene certificates to be bought to Mrs McCaig in the school office for copies to be made and held on file.

7. Next meeting dates

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

ACTION

ABS	Contact Mr Starmar (sp?) with regard to land ownership.
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 8 th of March.
KR, CB & JD	To organise a rota to organise the running of the Travelling Book Fair.
JF	Make Mrs Bowers FCPS Facebook page administrator. TO BE ACTIONED BY 03.02.17
CB	Remove Mrs Fenn as FCPS Facebook page administrator & also remove those people whose children are no longer at Colgate Primary School. TO BE ACTIONED BY 03.02.17