

FRIENDS OF PRIORY SCHOOL

Meeting Minutes

Date | time 12th September 2017 7pm | *Meeting called to order by* Maria James

In Attendance

Lucie Holt-Davies (LHD), Claire Tabor (CT), Adrian Bowden (AB), Sally Hopwood (SalH), Liz Waite (LW), Maria James (MJ), Mary Redcliffe (MR), Samantha Halstead (SamH), Rose Dearnley (RD), Simon Croutear (SC), Jenny Sibbald (JS), Ruth Allen (RA), Claire Bowden (CB).

Apologies

Caroline Moss (CM), Louise Labuschagne (LL), Sally-Ann Miles (SM), Jade Janes (JJ), Sally Robinson (SR)

Previous Minutes

No actions on previous minutes. Signed off.

Review Calendar for 2017 – FPS Forthcoming Events

28th September 6.30pm - Whole School Meeting.

ACTION: Class Reps to push this event to encourage as many people as possible to attend – class tables if possible, free booze etc. The message needs to be ‘Thank you for your continued support, please come along and find out how you can help further....’

ACTION: Sam Halstead to create private, invite only Facebook Event group to share with parents / teachers – discussion held on how to do this responsibly and whether there should be a School Facebook page – Simon Croutear hasn’t ruled this out but is keen to push the new School Twitter account for the time being. It was agreed that the FPS Committee Facebook group should be kept in addition to the new Facebook Event group.

ACTION: Sam Halstead, Eve Zambo, Cath Butler, Vera Mott need to be added to FPS Committee Group on Facebook – Sally Robinson / Maria James to action.

ACTION: Governor to be asked to attend to talk on the school’s financial position – Claire Bowden to ask Stephen Bowden. Slides for this will need approval by Simon Croutear.

Fish & Chip Quiz Night – 3rd November 7.30pm.

ACTION: Adrian Bowden to organize Bar Licence and to talk to local Fish & Chip shops to get prices.

ACTION: Mary Redcliffe & Claire Tabor to organise including posters / tickets.

ACTION

CLASS REPS

SamH

SR / MJ

CB

AB

MR / CT

ACTION: Sally Hopwood to organise Raffle with the support of Lucy Holt Davies.

ACTION: Simon Croutear to organise Teacher Team.

ACTION: Liz Waite to ask for a bottle of Conker Gin.

50 people attended last Fish & Chip Quiz Night. Price discussed - £7.50 agreed. 8 people in a team suggested. Jenny Sibbald advised no more than 100 people allowed due to fire regulations.

Plan and Spend Update

Table Tennis Table – Simon Croutear updated the committee on its use - Mrs Cubitt's Brother-in-Law demonstrated to the children how to use it. Bronze Ambassadors will be running a rota.

Chalk Boards

Key Stage 1 Shed – toys are back in, hula hoops replaced.

Traversing Wall – lots of children are using it and following the rules of 6 at a time.

Goal Posts – Will be going up, plan is to mount them behind astro turf, Ruth Allen will pass plan to Simon Croutear for approval.

ACTION: Simon Croutear to notify parents about the FPS Noticeboard via newsletter

ACTION: All Class Reps to get the message out to Parents encouraging their children to respect the new equipment

Projects Planned

- Colour Canopy Class 2
- Planters
- New Seating
- Refurb of school in/out gate – Gerald has plan

Long Term Projects

- New Play Trail – Jacquie Van Bommel is putting ideas together
- Monkey Bars – hopefully match funding for this
- Matting needs replacing
- Playground markings

Treasurers Report

£3,200 available in bank. Summer Fayre takings - £3836 before float.

Income 2016/2017 - £16,500 – Target of £15,000 exceeded.

Adrian Bowden asked Jenny Sibbald where the money is best spent. Jenny Sibbald explained that a Theme or Project helps people to see where the money goes. Parents aren't aware of the importance of FPS Fundraising and visual displays around the school signposting what has been purchased by the FPS might help to raise awareness. This could be highlighted in the Christmas

SaH/LHD

SC

LW

SC

CLASS
REPS

Fayre Programme or Poster on way in.

Discussion on whether fundraising should be class specific – committee agreed that fundraising should benefit all the school – this is the ethos we wish to take forward.

Adrian Bowden asked Liz Waite what events are profitable – There are no loss leaders. Discos are profitable with aprox. £500 raised each time. Committee agreed there should be a ½ term Disco (week before half term) – 3 times a year. Next one: 19th October – KS1 4-5.30pm / KS2 6-7.30pm.

ACTION: Ruth Allen / Lucy Holt Davies to organise October Disco - food / leaflets. Adrian Bowden to organise DJ. Sally Hopwood to organise games. Allergies / phone numbers to be obtained in advance.

ACTION: Liz Waite to review figures before Christmas Fayre to advise on successful stalls.

RA / LHD
/ AB/
SclH
LW

150 Year Celebrations

150 Year Celebration Party – 1st December at The Kitchen, Iford Golf Club. Live Band, hot food. Menu options to be decided. This is a break even event not a fundraiser but won't be advertised as such. Some fundraising will happen on the night – raffle or collection tins etc.

ACTION: Adrian Bowden and Claire Tabor to visit venue and make arrangements.

ACTION: Simon Croutear to change entry on Newsletter

ACTION: Adrian Bowden to organise poster – Lucy Holt Davies happy to help.

AB / CT
SC
AB / LHD

Any Other Business

Simon Croutear – Please spread the word about Priory Twitter account

Rose Dearnley – Asked what is done with lost property? Suggested unclaimed uniform is sold at Christmas Fayre – agreed.

Adrian Bowden – Vending Machine – votes taken and not approved. Suggested having a human fruit machine at Christmas Fayre – agreed. Film Night suggested – Simon Croutear agreed this could be considered once new screen and audio are in place. Ruth Allen noted that a licence may need to be obtained for this depending on how people are being charged for the event.

Ruth Allen – Suggestion of serving hot coffee before Christmas Fayre – discussed and committee would be happy starting the fayre at 3.30pm instead of 4pm. Also suggestion on serving hot drinks before Church Services.

Maria James – Beginning of Term Service – 22nd September – Volunteers required – Mary Redcliffe, Claire Tabor, Rose Dearnley, Jade Janes, Lucy Holt Davies and Ruth Allen available.

Claire Bowden – Lockers in Class 1, 2 and 3 – can these be put on the wish list?

CLASS
REPS

MR / CT
/ RD / JJ
/ LHD /
RA

Next Meeting

28th September – Whole School Meeting

5th October – Next Committee Meeting