

MINUTES

FOWP Meeting

Monday, January 8th 2017, 7.30 pm

Present: Becky Girvan, Sally Prince, Caroline Jones, Nicky Mordecai, Karen Jones, Jacqui Kane, Colin Granlund, Fleur Carey, Sharon Wade

Apologies: Dom Kenrick, Nicky Lawrence, Rachel Southwell, Catherine Snashall, Diana Streeter, Howard Collins, Trudy Cox, Nikki Mansfield and Heather Martin

1. Minutes of the last meeting (November 13th): Agreed. Dom Kenrick thanked FOWP for the Christmas concert support

2. Matters arising: None

3. School Business:

- The pre-Christmas sickness bug seemed to have passed;
- GCSE Mocks - Yr 11s were getting feedback on their progress;
- If children needed to access the secure cloakroom urgently when locked (e.g. during exams), they were advised to go to reception for assistance;
- Blue tracksuit bottoms, blue “skins” and thermal vests could be worn during outdoors PE in the winter months. If child was slightly unwell, who was doing outdoors PE, parents could contact Caroline and the child could do their work with her instead.

4. Fundraising:

- **Feedback:**
 - Year 7 event: Becky to discuss next year’s event with Mrs O’Brien; Christmas Fair - if the Ceilidh is successful would not revisit this immediately because of committee size;
 - Cross Country has received very positive feedback;
 - Christmas concert went well but noted interval queue issues. Encourage pre-ordering refreshments for Grease. Becky to e-mail Howard to advertise this information on the tickets.
- **Ceilidh - 19th January 2018:**
 - Only 20 tickets sold so far which almost covered costs - 65 was the goal! Any less than 30 and a decision was needed as to whether it was going ahead - give it another week. Becky to send communications to parents detailing how a Ceilidh works, the dress code and to inform that partners were not necessarily needed.
 - Noted that there were 4 bottles of white wine in the cupboard, 6 Prosecco and 6 red wine bottles. If numbers picked up, could pick up small crate of ale from Grape & Grain. Nacho’s to be placed on the tables - Becky to organise.
 - Becky would purchase some LED candles for the tables for ambience.
 - Caroline, Karen and Colin would run the bar behind the counter in the canteen

- **Drink and snack service on school consultation evenings - 18th Jan - Yr 11 and 25th Jan - Year 8:** Dom had given permission to trial the refreshment service. Becky was looking for helpers (from 5.30 p.m. - 7 p.m.) for both dates and asked available volunteers to e-mail her. Becky to check cups with Neil. Feedback to be given at the next meeting.
- **School Production: 8th and 9th February (6.30 p.m. starts)** - Howard was organising the Liquor Licence and Becky was looking for helpers (Nicky could do 8th, Rachel was available, Caroline could help too). Becky to include details in the programme of fundraising projects, promote Easyfundraising and a reminder to pre-order drinks.
- **Curry and Quiz Night (2nd March) £15 a head:**
 - Caroline, Karen and Colin to do the bar, Becky would assist Nicky with preparing the vegetable and chicken curries, naan bread and chutneys at 4 p.m. - eat at 8.30 p.m.
 - Becky to set this up on EventBrite in time for 19th - advertise at the Ceilidh.
 - A small raffle would be held with modest prizes.
- **Beer Band and Chilli (22nd June) £15 a head:** Becky would chase up the band as she had received initial contact only. Nicky to kindly make chilli.

5. Treasurer's report:

- a) £100 annual donation had been kindly received from the Independent State of Cuckfield
- b) £200 raised from the Christmas concert (£100 from the bar and £100 from the Christmas concert buckets). The latter would be given to Mrs Jackson for purchasing costumes for "Grease" and Colin would e-mail her to facilitate allocation. Details of purchase would be highlighted in a future newsletter;
- c) £200 raised from Easyfundraising in total, of which £155 was for one quarter
- d) Paid £122 to PTA organisation for FOWP membership and insurance. (Karen could provide log-ins for PTA website for any committee member that wanted one, as the site has some useful templates).
- e) Karen had closed the extra accounts; now only had 300 Club current account and the Friends Current Account.
- f) Possible alternatives to Eventbrite were discussed - only issue was the charges. Becky would ask PTA Association for advice and asked group to keep their ears to the ground for alternatives.

6. Update on ongoing projects

- a) **300 Club** - 91 members in November - December to be accounted for but numbers were increasing steadily.
- b) **Easyfundraising** - this needed to be pushed more as had huge potential.
- c) **Spring Bulb Fundraiser** - Becky to ascertain from Heather whether she had contacted Howard about the planting groups and who would take this on. Noted to take "Find a Fiver" off Parent Pay and replace with "Plant a Bulb".

7. AOB

- a) Secretary - Sharon was nominated and seconded by the group
- b) Meet the Headteacher night - Becky to contact Dom as to his thoughts on a repeat event. Noted the potential to promote the Beer, Band and Chili night plus the 300 club at this event.

8. Next meeting: the next meeting would be held on 19th February 2018