

MEETING MINUTES

FRIENDS OF CHITTLEHAMPTON SCHOOL

WEDNESDAY 21ST JUNE, 2017

LOCATION: IN SCHOOL

Present: Charlotte Janisch (Chair), Becca Brewer (Vice-Chair), Amanda Rowe (Treasurer), Wendy Evans, Amy Lessiter, Leonie Millichope (Secretary)

Apologies: Jackie Lethaby, Annette Mills, Laury Hancock, Mark Millichope

Treasurer's update

- Amending signatories:
 - Amanda has gathered the relevant info from Becca and Leonie and will put this in motion.
- Forthcoming expenditure/update on balance:
 - The current balance is £1,267.66. Forthcoming expenditure includes two coaches for school (£120 each) and badges for Sports Day Prizes (around £20). Looking ahead at current spending commitments through to Christmas, Amanda estimates we have a buffer of around £800. Forecast expenditure includes coach travel to the Torrington Christmas performance, but not the cost of entry (£6 per child). We discussed potentially subsidizing these tickets for parents, but agreed that we would take a decision nearer the time.
 - Amanda noted that there a further £1,000 remaining in the Chittle Cherubs account would also be added into the FOCS account. We agreed that this money should be available to FOCS projects given that the school plans to offer early years school provision in the near future.

Matters arising:

- **Playground improvements:** update on next steps (Rebecca MM/Amy Latham/Mark/Amanda): Amy has now sourced the bark from RGB and a date is being set for laying this. We discussed next steps and how we might best source the paint. Key jobs include: painting the 'pencils', the wendy house, the mural above the planned climbing wall and the fence. Rebecca was going to put a list of requirements together so we could agree how best to source.
- **Sports Day:** Amanda has kindly sourced badges to reward the children for participation in sports day this year. FOCS will organise cold drinks (Becca to

organise) and ice poles (Amanda to source). Mrs Evans also asked for help supervising the children on the day, for which we all volunteered.

- **Use of the Pony Paddock:** Rebecca is in touch with contacts regarding insurance. An initial ball-park quote suggested around £250 for land insurance. She will pursue this. Leonie is chasing John Andow for the agreement between FOCS and Chittlehampton Cricket Club to document the rental agreement. It was suggested we get a solicitor contact to review this for FOCS before signing.
- **Resignation of Chair:** Charlotte officially resigned from her post. Our thanks to her for her contribution! We shall need to appoint either a replacement or an 'Acting Chair' for the rest of this year. We arranged an Extraordinary General Meeting for Thursday, 6th July, after the Hooters performance, in school and invite anyone interested in either Chairing or being on the committee to please attend!
- **Theatre Alibi:** this group will be performing at Filleigh during the autumn term, with a KS2 workshop to follow. Mrs Evans requested funding for a coach for the whole school to attend this event, but noted that we would need the help of parents to collect KS2 children from the follow-up workshop at the end of the day.

- **Fundraising**
 - Summer fundraiser: update on plans for Cricket Fun Day and Chittle Ninja Challenge (Becca B/Amy Lessiter/Leonie). This will take place on Thursday 20th July, 1.15pm-3.30pm. Main fundraising events will be a raffle, a sponsored Ninja Challenge (obstacle course) for the children and selling cakes and refreshments. We agreed to go up to the cricket club and check out facilities (tables, chairs, toilets, kettle etc.). We agreed it might be appropriate to offer a small donation to the Cricket Club in appreciation of their support with this event. We also agreed that entry to the event will be free, but that 'Cricket Tea' cake and refreshments will be available to all at a charge. Some free drink will also be organised for the children. We discussed sourcing some kind of loud speaker for announcements. Mrs Evans agreed to check with Filleigh School if they might have one. Posters, sponsor forms and the 'buy a square' raffle are all going out during the week of 26th July. We agreed to raise awareness of the event and a FOCS newsletter has now gone out asking for help on the day, raffle prizes and cakes on the day.
 - Sandcastle Building Competition: We discussed this idea and agreed it could perhaps be run over the holidays or in September. Leonie agreed to talk to Sarah to hear a little more about what she had in mind.
 - Lollytastic Friday: we agreed to run another lolly event on the Friday preceding end of term (Friday 14th July – note we shall need to bear in mind that this is also reserve Sports Day). We shall also sell spare uniform outside school on this day. We have a few lollies left over, but shall need to source more.

- Other funding raising ideas which were discussed:
 - Rebecca told the group that her choir (The Voice based in Barnstaple) regularly hold performances for charity and they have agreed to raise money for FOCS. Rebecca suggested a concert in early spring at the Assembly Rooms in South Molton, with the children also contributing to the performance. They usually charge £5 per ticket and hold a raffle. FOCS could also offer refreshments. We provisionally agreed a March date might be suitable. Mrs Evans to check on Mrs Collins' availability to lead the school choir on a Friday/Saturday.
 - Big Breakfast: we discussed running a breakfast event during the autumn term as a fundraiser.
 - Pub Quiz: we pencilled in a quiz, potentially after Christmas. Amanda agreed to check what might work for Quiz Master, Martin Ives.
 - In-school sleepover for KS2: the possibility of running this was discussed. Mrs Evans mentioned that there are some regulations that need to be met which she would check (e.g. the building must have a shower available). Parent helpers would be needed, as would a range of activities to keep the children entertained and an evening meal. We noted this as a possibility for spring/summer 2018 and shall re-visit the idea.
 - Auction of Promises: Mrs Evans put forward this suggestion. Again we agreed to put this on the list and come back to this idea at a future discussion.

Any Other Business:

Publicity: we discussed the difficulty of getting good publicity for our school in the local newspapers. Mrs Evans reported that the NDJ seldom prints anything they contribute for publication. Becca suggested that the South Molton News would potentially be a good outlet. We all agreed that we should try to get some publicity for the garden improvements.

Notes of thanks: we also agreed that we must not neglect to send out some official notes of thanks to all who contribute prizes for events and goods for the garden.

Date of next meeting

- We agreed the EGM for Thursday 6th July, in school (after a short Brass Hooters Performance at 9am). We shall agree an autumn meeting date at that time.