

Friends of Chiltern Gate School

Minutes of the AGM meeting held on Tuesday the 7th of July 2015 at 7pm in the Staff Room , Chiltern Gate School.

Attendance: Bradley Taylor (BT) Gareth Davies (GD) Jackie Fryer (JF)

Deanna Fryer (DF) Marcelle Peacock (MP) Eileen Verrall (EV)

Lisa Cook (LC)

Apologises: Rose-Marie Stidston (R-M S) Paula Bushe (PB) Alison Leslie (AL)

Bridget Ledson (BL) Helen Thomas (HT) Alan Rose(AL)

Khawer Tamini (KT) Nicola Sheridan (NS) Rukia Ahmed (RA)

| Item | Discussion | Action |
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| 1 | Welcome to our July meeting and a warm welcome to new members. Apologises given on behalf of absent members. | |
| 2 | Agree minutes of last meeting | All agree |
| 3 | <p>Discuss Summer Fete- GD and BT spoke regarding how well the summer fete went. We were all in agreement that it was a lovely day for all ages with superb attendance.</p> <p>Moving forward – Raffle Ticket Sales- Suggestion to try and control and monitor the amount we have going out to parents/carers. This would be done through each class monitoring the raffle tickets that were returned in order to allow a more focused 'chase up' with parents/carers to maximise sales.</p> <p>Stallholders -Great support from outside stallholders such as ice cream, candy floss, fire engine etc..</p> <p>Wonderful addition having the band support, great feel good factor.</p> | <p>A system for monitoring raffle ticket returns for each class would be introduced. A target to be set at £1000 for ticket sales.</p> <p>Invite again for future events</p> <p>Invite again for future events</p> |

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| | <p>Companies in the area- Several local companies supported us by donating cakes etc...</p> <p>Consider perhaps putting together a simple leaflet /flyer/brochure promoting Chiltern Gate which would be used to make people aware of who we are and what we are about. Could help with getting future sponsorship/support etc....</p> <p>Parking – Parking was an issue again this fayre, discuss with nearby companies regarding the use of their car park to maximise the amount of people attending the fete whilst minimising the time that people would have to wait to park.</p> <p>Refreshments- BBQ the halal meat didn't sell as well as previous events. Lots of food left over! There was a large queue on the non-halal BBQ but a very little queue on the Halal BBQ</p> <p>Cakes- Low amount offered on the day</p> <p>Tidy Up- Everything was left in the SALT TEAM ROOM!</p> <p>BINS- not enough bins for people to use on the day.</p> <p>Tokens- Tokens are working well for the pupils, visitors and families.</p> <p>Moving forward promote Friends of Chiltern Gate with new parents/carers in the new term.</p> | <p>JF, EV and LC have sent thank you letters to several companies and supporters</p> <p>DF offered to help and think about designing the mini brochure and GD would help</p> <p>LC to contact local company re parking spaces</p> <p>Reconsider the amounts we need/purchase and to best utilise the 2 BBQs.</p> <p>Ask for more support and help re cake making</p> <p>Put together a rota for the whole day from set up to tidy away- ask parents/carers and staff for their help on the day.</p> <p>More bins scattered around the event for people to dispose of litter. Make sure LC asks all stallholders to tidy away.</p> <p>No actions just to keep and store tokens for future events LC has them.</p> <p>LC to mention at transition events, and at coffee mornings in new school year (sept 2015).</p> |
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| | <p>School Improvements</p> <p>Garden areas KS1 and KS2 developments, outdoor playhouse.</p> <p>Communication - devise what each class requires depending on needs/symbols/build up stories/communication etc....</p> <p>Further discussion on whether we should set a £1000 budget per class.</p> <p>Other ideas to benefit pupils ie trips out such as camping, seaside trip, circus, residential trip etc.</p> <p>Thank you letters/cards</p> <p>Suggestion from BL re sending thank you letters to people who support Chiltern Gate School/Friends of Chiltern Gate.</p> <p>Pupils design a card ready to use for supporters who donate/help Chiltern Gate school.</p> <p>Ensure that a thank you letter from the pupils is sent to Nicola's sister for raising a large amount of money for FCGS.</p> <p>Thank you to Turville Printers (Mike) re all the free printing for Summer Fete and previous events. Also suggest to purchase a small gift.</p> <p>Communication Board</p> <p>External board to promote events, activities and other important information for parents/carers.</p> <p>LC has researched and found a suitable one to purchase and position outside the school near the main gates.</p> <p>Christmas Bazaar</p> <p>Date for Christmas event now set for 5th December 2015.</p> | <p>Promote via our Facebook page also.</p> <p>Staff should have a say in what improvements could be made within the schools and these could be voted in order of priority. Ideas for improvements will need to be matured in time to present to the FCGS AGM in January 2016.</p> <p>RG to get class pupils to write thankyou letter to Nicola's sister and Turville printers.</p> <p>LC to purchase and AR to reimburse from Friends Funds</p> <p>AR & LC to discuss and purchase.</p> |
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| | Meeting closed at 8pm Next meeting 6th October at 7pm | |
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