

# Friends of Chiltern Wood School

## Minutes of the FCGS Meeting held on Tuesday the 12<sup>th</sup> April 2016 at 7pm in the Staff Room, Chiltern Gate School.

**Attendance:** Alan Lawrence (ALa), Gareth Davies (GD), Bradley Taylor (BT), Sanam Ullah (SU), Lynn Fitzpatrick (LF), Alison Leslie (AL), Rukia Sattar (RS), Helen Thomas (HT), Jian Pan (JP)

**Apologies;** Nicola Sheridan (NS), Jackie Fryer (JF), Deanna Fryer (DF), Eileen Verrall (EV), Khawer Tamimi (KT), Marcelle Peacock (MP), Phillipa Dadd (PD), Maria Bovingdon (MB)

Item	Discussion	Action
1	The Chairman welcomed all attendees to the meeting.  Apologies were given on behalf of absent members.	N/A
	Due to the limited attendance, the Chairman decided to review the actions from the last meeting and leave the Summer Fete preparation until the next meeting.  Although the Summer Fete was provisionally agreed as 9 <sup>th</sup> Jul, there was further discussion on whether this was the best date to hold the Summer fete. There was a need to balance off the likely dates for Ramadan and Eid and BT's availability; it was agreed that the <b>16<sup>th</sup> July</b> would be the best date to hold the Summer Fete.  BT would be away for the event so he would have to find a deputy for the day.	N/A  <b>All</b>  <b>BT</b>
2	The Minutes of the last meeting were agreed.	N/A
3	<b>Actions from the Previous Meeting</b>  The charity name and constitution needs to be altered via the Charitable Commissions website. GD stated that to change the details on the Charity Commission website, a password was required. BT said he would contact Alan Rose to find the password so GD could make the required changes.  The easy fundraising account would need to be updated. GD would liaise with JF to facilitate the	<b>GD/BT</b>  <b>GD/JF</b>

	<p>change once the charity name was formally amended to 'Friends of Chiltern Wood School'.</p> <p>RS raised the point that an easy to use guide using screen shots would be invaluable to help people use the easy fundraising app. HT kindly offered to produce this.</p> <p>As Treasurer ALa would contact Barclays Bank to change account name. ALa stated that an official headed letter with signatures from account trustees would be required. ALa would produce the letter and BT and GD would sign it to make the administrative changes.</p> <p>The Chairman would write to the SLT to formally acknowledge the agreement to expand FCGS to FCWS and encourage Maplewood staff to become members of FCWS.</p> <p>Develop a communication strategy to encourage representation from Maplewood staff and parents/carers to become members of the FCWS. GD would write a letter to the parents of peoples at both Chiltern Gate and Maplewood schools to inform them of the changes of FCGS to FCWS. This would be issued once the official school and FCWS logos were available in the next few weeks.</p> <p>GD discussed his aspiration to improve FCWS communications which included having links on the school website for the following:</p> <ul style="list-style-type: none"> <li>- Official FCWS roles and responsibilities.</li> <li>- Agenda/Minutes of meetings.</li> <li>- Financial Plan.</li> <li>- Financial Position.</li> <li>- Decisions for funding activities.</li> <li>- AGM reports.</li> <li>- Committee Members contact details.</li> </ul> <p>BT discussed that the Chiltern Wood School website and logo would be live in a few weeks so we could achieve this aspiration when these come</p>	<p><b>HT</b></p> <p><b>ALa</b></p> <p><b>GD</b></p> <p><b>GD</b></p> <p><b>GD</b></p>
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	<p>on line.</p> <p>GD asked if the committee members could have school email addresses. BT said that this could be done so GD would email BT with a request for email addresses for the core committee members and deputies.</p>	<b>GD</b>
<b>4</b>	<p><b>Summer Fete 2016 Preparation</b></p> <p>This would be discussed at the next meeting.</p>	
<b>5</b>	<p><b>AOB</b></p> <p>RS stated that parents were keen to use the kitchen facilities. It was agreed that Maplewood would be the better facility to use. SU and RS would liaise to discuss further the opportunity to use the kitchen facilities for parent networking.</p> <p>RS also raised the point about utilising Maplewood school swimming pool. The members discussed when parents and children could use it, could it be used for parties? BT said that assisted swimming was already in place and that any private use would require appropriately qualified lifeguard support. This is an area which could be investigated further in time.</p> <p>Parent volunteers to assist classroom reading was also discussed. AL said that she had volunteered and that parent volunteers would need to be DBS checked. SU said she would investigate this further.</p> <p>As we are now FCWS, we should alternate the meetings at each location. To that end, it was agreed that the next meeting would be at Maplewood school. BT would confirm that this is achievable and that a suitable room was made available for the meeting.</p>	<p><b>SU/RS</b></p> <p><b>SU</b></p> <p><b>BT/GD</b></p>
	<p><b>Date of next meeting:</b></p> <p><b>Tuesday 10<sup>th</sup> May at Maplewood</b></p>	