

Friends of Chiltern Gate School

Minutes of the FCGS Meeting held on Tuesday the 1st March 2016 at 7pm in the Staff Room , Chiltern Gate School.

Attendance: Nicola Sheridan (NS) Alan Lawrence (ALa) Gareth Davies (GD) Bradley Taylor (BT) Sanam Ullah (SU) Phillipa Dadd (PD) Lynn Fitzpatrick (LF) Alison Leslie (AL) Maria Bovingdon (MB) Rukia Sattar (RS)

Apologies; Jackie Fryer (JF) Eileen Verrall (EV) Khawer Tamimi (KT) Marcelle Peacock (MP)

Item	Discussion	Action
1	<p>The Chairman welcomed all attendees to the meeting.</p> <p>Apologies were given on behalf of absent members.</p>	N/A
	<p>The meeting was opened with the newly appointed Parent Ambassador, Sanam Ullah (SU), introducing herself to FCGS members. The Chairman, GD welcomed her to FCGS and reinforced the importance of her role in harnessing parental engagement.</p>	N/A
2	<p>The Minutes of the last meeting were agreed.</p>	N/A
3	<p>This meeting was focused on agreeing the way forward for FCGS as a result of the merger of Chiltern Gate and Maplewood schools into 'Chiltern Wood.'</p> <p>Timescales</p> <p>The merger between both schools would be effective from 1 April 2016. There was discussion as to whether Maplewood site would set up a separate Friends Group, however, it was agreed that this would be challenging and not an appropriate course of action to take.</p> <p>It was decided that FCGS would expand and become the Friends of Chiltern Wood School (FCWS). The merger to FCWS would officially start from the September 2016 term. The FCWS will need to include the parents/carers and teaching staff of the current Maplewood school.</p>	All

	<p>Administrative changes</p> <p>The charity name and constitution needs to be altered via the Charitable Commissions website.</p> <p>The easy fundraising account will need to be updated. GD to liaise with JF to facilitate the change.</p> <p>Members were unsure of how to change gambling licence and easy fundraising details. BT would make contact with Alan Rose to confirm.</p> <p>As Treasurer ALa would contact Barclays Bank to change account name.</p> <p>Any funds raised from 1st April 16 will form part of the FCWS account.</p> <p>It was confirmed that the Summer Fete and Christmas Bazaar would continue, with a view to absorb more support across both sites. BT suggested there was the possibility to hold the Summer Fete at Chiltern Gate and the Christmas Bazaar on the Maplewood site. This would need to be agreed at a later date.</p> <p>Communications Strategy</p> <p>The Chairman would write to the SLT to formally acknowledge the agreement to expand FCGS to FCWS and develop a communication strategy to encourage representation from Maplewood staff and parents/carers to become members of the FCWS.</p> <p>BT and SU would look into expanding the current Parentmail system to enhance communications with parents/carers; the FCWS could also use it to communicate FCWS business.</p> <p>Using other communication media was discussed ie Twitter, Facebook and email to communicate with parents/carers more effectively. BT highlighted the role of developing parental engagement/communication as a priority for SU. AL and RS offered to promote the organisation at parent's events such as coffee mornings and parent's evenings.</p>	<p>GD</p> <p>GD</p> <p>BT</p> <p>ALa</p> <p>ALa</p> <p>BT/SU</p>
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	<p>AOB</p> <p>Request for FCGS funding</p> <p>BT presented to the FCGS members the proposals and bids that had been agreed by the SLT; these included:</p> <p>1) A school day trip to the beach including fish and chips would cost approximately £3,500.</p> <p>Decision: BT highlighted that there could be some issues regarding health and safety, and the need for a contingency plan in the event of poor weather. Whilst the bid was not unsuccessful at this time, it may be reviewed at a later date.</p> <p>2) The complete refurbishment of the soft play room for approximately £15,000.</p> <p>Decision: All members voted in agreement to fund the refurbishment of the soft play room.</p> <p>3) The procurement of equipment and toys to enhance the Speech Therapy flat. The cost was approximately £5,000.</p> <p>Decision: All members voted in agreement to fund the equipment and toys to enhance the Speech Therapy flat.</p> <p>Summer Fete</p> <p>In order to accommodate Ramadan, the Summer Fete has been scheduled for Saturday 9th July.</p> <p>Meeting closed at 8.09pm.</p>	<p>All</p> <p>Ala/GD</p> <p>Ala/GD</p> <p>All</p>
	<p>Date of next meeting:</p> <p>Tuesday 12th April</p>	