



8th May 2017

MINUTES OF THE FRIENDS OF CHILTERN WOOD SCHOOL MEETING HELD ON 2nd MAY 2017 AT THE DOWNLEY SITE

Attendance: Alan Lawrence (ALa), Gareth Davies (GD), Bradley Taylor (BT), Alison Leslie (AL), Claire Dancer (CD), Caroline Andrews (CA), Helen Thomas (HT), Sharon O’Toole (ST), Maria Bovingdon (MB), Lynn King (LK), Sanam Ullah (SU).

Apologies: David Pells (DP), Paula Granville (PG), Phillipa Dadd (PD), Zoe Colban (ZC), Laura Hughes (LH), Rachel Amos (RA), Nicola Sheridan (NS), Jackie Fryer (JF), Deanna Fryer (DF), Rukia Sattar (RS), Khawer Tamimi (KT), Paula Bushe (PB), Lynn Fitzpatrick (LF), Gill Jack (GJ).

Item	Discussion	Action
1	<p>Welcome and introductions to any new members to FCWS</p> <p>The Chair welcomed everybody to the meeting; there were no new members in attendance.</p>	
2	<p>Agree minutes of the last meeting.</p> <p>The Minutes of the last meeting held on 17 March were agreed as being a true and accurate record.</p>	
3	<p>Action points from the last meeting.</p> <p>The Chair was keen to maximize the number of donations received. He would look to produce a leaflet that could be sent to local businesses to inform them about FCWS and ask them to support FCWS as their official charity.</p> <p>The Chair would like all FCWS members to think about initiatives or ideas for raising funds and feed them back to the FCWS meeting. The Chair would also ask parents and carers this in the next Newsletter.</p> <p>Alan Rose (AR), a previous Business Manager at Chiltern Wood school, agreed to be the independent reviewer of the FCWS accounts. The Chair asked AL the Treasurer to confirm if AR would independently review this Financial Year’s accounts.</p> <p>It was agreed that ZC and DP’s requests for support for the Little Wings department out door</p>	<p>GD</p> <p>GD</p> <p>AL</p> <p>Closed</p>

	<p>play equipment would fall under the Minor Purchases fund within the Financial Plan and they would approach the SLT with their proposals. BT confirmed that £1,000 was provided as a start up fund for the Little Wing's department out door play equipment.</p> <p>No volunteers had put their names forward for the 3 Committee Member roles of Chair, Treasurer and Secretary. The current serving Committee Members, GD as Chair, AL as Treasurer and NS as Secretary, volunteered to undertake another year in office. This was put to the vote and was unanimously supported by the Members present. Unfortunately, NS had to withdraw from the role as Secretary and Alison Leslie put herself forward for the role. She was voted in unanimously by the remaining members including the Chair and Treasurer.</p> <p>The Chair would update the information held by the Charity Commission to reflect the change of name to Friends of Chiltern Wood School (FCWS). This was completed.</p> <p>BT stated that he was undertaking an Iron Man in the summer and could use this as an opportunity to raise funds for FCWS. We could also look to invite parents to undertake a fun sporting activity to raise funds. BT confirmed that 7 people had put themselves forward for the Brighton Marathon and it was agreed that the entry fees of 5 people would be funded by FCWS. The cost would equal £300 in total and each of the 5 people racing would raise funds for an agreed school project.</p> <p>ZC asked the Chair if he could provide an official letter to ask Notcutts to donate soil to the school to use for gardening activities with the pupils. A letter was sent to Nottcuts Garden centre however no response was received by the Chair. HT did confirm that Nottcuts had donated some items for Chiltern Wood school.</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p> <p>Closed</p>
4	<p>Summer fete 2017 preparation</p> <p>The Summer fete preparations were discussed and the following was agreed:</p> <p>1) The date of the fete would be 1 July at the Cressex site. However, after the meeting this date was moved to 8 July to ensure sufficient time after Eid. The fete would be held from 12.00pm to 3.00pm.</p> <p>2) The fete would be held inside the school, within the courtyard and just outside the rear entrance</p>	<p>All</p> <p>All</p>

	<p>on the grass where the bouncy castle would be positioned. This would leave the field for parking vehicles and provide protection if it rained on the day.</p> <p>3) The stalls would be positioned closer together than last year and ensure that sign posts were up to identify the layout of the fete activities. A bouncy castle would be positioned in the same place as last year and donation requests would include the funding of the bouncy castle.</p> <p>4) Refreshments would include the usual ie tea, coffee, squash, cakes, self-selling Ice cream and Ice pops, Asian food and a BBQ.</p> <p>SU would talk to RS to confirm if she would organise the Asian food and find out what support she requires as RS was very busy last year and could do with additional support.</p> <p>GD would ask PB if she would run the BBQ stall again.</p> <p>CD would ask her friend about donating knives and forks.</p> <p>5) There would be an emphasis on additional support on the day. One idea could be to ask a local Scout group to help man some of the non-cash stalls. BT would ask IP about the possibility of asking if the local Scouts can help on the day.</p> <p>6) We would need additional tokens and HT agreed to find and print these off.</p> <p>7) Marcel Peacock provided a list from the last summer fete to identify the most successful stalls. HT agreed to check the FCWS store at the Cressex site to see what stalls were still available. CD agreed to check the Downley site to see what stalls were available. It was agreed that a single area/cupboard for storing FCWS items was required.</p> <p>8) There would be a 2nd hand book and toy stall which could include attendees offering a price for the items.</p> <p>9) SU kindly agreed to contact the private stall holders to confirm their attendance.</p> <p>10) A silent auction would be included if sufficient prizes were generated.</p> <p>11) A 'Pot of Gold' stall would be included where attendees would pay £1 for a ticket and the</p>	<p>All</p> <p>All</p> <p>SU/RS</p> <p>GD</p> <p>CD</p> <p>BT</p> <p>HT</p> <p>HT/CD</p> <p>All</p> <p>SU</p> <p>All</p> <p>All</p>
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	<p>winning ticket wins 50% of the money.</p> <p>12) A Tombola stall will be set up and prizes will be requested as part of a mufti day which will be held closer to the fete.</p> <p>13) The Chair would produce letters to request prizes for the raffle, small prizes and sweets for the stalls, any food/drink for the refreshments and also cake donations.</p> <p>14) It was agreed that no band would be required this year and that music would be played around the rooms, hallways and possibly through the PA system out in the courtyard.</p> <p>15) BT would ask DF to produce the leaflet design for the summer fete. AL would then contact Turville Printers to see if they would continue their support and print the leaflets for free. It was agreed that the back of the leaflet should list all those people or companies that supported the fete through donations or discounted support.</p> <p>16) The Chair would also thank all those people and companies that supported the fete in a post fete Newsletter.</p> <p>17) CD mentioned that other schools sell a programme on entry which also acted as a raffle ticket. This was agreed as a good idea but the members were unsure if paying for entry is something we wanted to do.</p> <p>18) 2,000 raffle tickets should be ordered and GD would get the details of the company from NS. The tickets should be sent to the school.</p> <p>19) AL would check if the Lottery Licence renewal letter had arrived at school and would then pay the renewal costs.</p> <p>20) BT would ask Steph Maher if she could arrange for the Fire Truck for the fete.</p> <p>21) The Chair would produce a table to capture the list of stalls, who would man them and whether they would be cash or tokens.</p> <p>22) AL would arrange the floats for all the cash stalls.</p>	<p>All</p> <p>GD</p> <p>All</p> <p>BT/AL</p> <p>GD</p> <p>GD</p> <p>AL</p> <p>BT</p> <p>GD</p> <p>AL</p>
5	<p>AOB</p> <p>There was no AOB</p>	

	Date of next meeting: 6th June 2017, 6.30pm, at the Cressex Site	
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