



15 June 2017

MINUTES OF THE FRIENDS OF CHILTERN WOOD SCHOOL MEETING HELD ON 6th JUNE 2017 AT THE CRESSEX SITE

Attendance: Alan Lawrence (AL), Gareth Davies (GD), Bradley Taylor (BT), Alison Leslie (ALe), Caroline Andrews (CA), Sharon O'Toole (ST), Maria Bovingdon (MB), Melissa Andrews (MA), Eileen Verrall (EV), Phillipa Dadd (PD), Zoe Colban (ZC).

Apologies: Claire Dancer (CD), Nicola Sheridan (NS), Helen Thomas (HT), Sanam Ullah (SU), Caroline Benjamin (CB)

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 2nd May were agreed as being a true and accurate record.</p>	
3	<p>Review Minutes 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>GD said the leaflet is not yet complete and is still ongoing.</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 independantly review this Financial Year's accounts.</p> <p>AL has emailed AR (06/06/17) asking him to call or to provide a number that AL can contact him on.</p>	<p>GD</p> <p>CLOSED</p> <p>AL</p>

GD and AL to meet to discuss the requirement of the charity commission and to make sure FCWS were compliant.	GD/AL
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.	CLOSED
The fete would be held inside the school, within the courtyard and just outside the rear entrance 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.	CLOSED
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.	CLOSED
Refreshments would include the usual ie tea, coffee, squash, cakes, self-selling Ice cream and Ice pops, Asian food and a BBQ.	CLOSED
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.	CLOSED
GD would ask PB if she would run the BBQ stall again.	CLOSED
CD would ask her friend about donating knives and forks.	CD
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. Local Scouts groups would be contacted.	BT
We would need additional tokens and HT agreed to find and print these off.	HT
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.	CLOSED
There would be a 2 nd hand book and toy stall which could include attendees offering a price for the items.	CLOSED
SU kindly agreed to contact the private stall holders to confirm their attendance.	CLOSED
A silent auction would be included if sufficient prizes	CLOSED

	<p>were generated.</p> <p>A 'Pot of Gold' stall would be included where attendees would pay £1 for a ticket and the winning ticket wins 50% of the money.</p> <p>A Tombola stall would be set up and prizes will be requested as part of a mufti day which will be held closer to the fete.</p> <p>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>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>DF has designed a leaflet, although some changes Were required. AL said he would contact Turville printers once the leaflet is completed.</p> <p>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>AL would check if the Lottery Licence renewal letter had arrived at school and would then pay the renewal costs.</p> <p>BT would ask Steph Maher if she could arrange for the Fire Truck for the fete. BT waiting confirmation</p> <p>AL would arrange the floats for all the cash stalls.</p>	<p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>DF/AL</p> <p>CLOSED</p> <p>CLOSED</p> <p>BT</p> <p>CLOSED</p>
4	<p>Review of Summer Fete 2017 Progress</p> <p>The following decisions were made:</p> <p>GD to speak to RS to find out what support was needed for the food stall.</p> <p>GD and SU to discuss a date/time (possibly 30th June) to invite parents in to go through/sort prizes/small prizes/sweets etc for the fete.</p> <p>An initial check would be done by teachers on what items (sweets/prizes etc) were available, this would need to be done by the end of next week (16th June).</p> <p>The following letters were required:</p> <p>- A letter confirming a mufti day on 30th June and requesting children bring in prizes for the Tombola would be sent out by Friday 23rd June. This would</p>	<p>GD</p> <p>GD/SU</p> <p>EV</p> <p>GD</p>

	<p>also include asking parents to come into school to help sort out prizes but will need SU to confirm an appropriate date.</p> <ul style="list-style-type: none"> - Letter with plastic bag would be sent out week commencing 19th June requesting small prizes, accessories and wrapped sweets for the stalls. Also need to include the request for donations of pre-loved books and toys for the 2nd hand stall. - Help was needed to set up the fete on the afternoon of 7th June and also on the day. GD would write a letter and request that parents/careers leave their details in reception (name and number) and say what they could help with. - A Letter was required requesting cakes for the cake stall to come in on Friday 7th July. This letter should be sent out on 30th June. <p>GD to order raffle tickets, it was agreed the prizes do not need to be named on the tickets. 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>ST said she had recieved some raffle prizes and was hoping for more. PD offered to do a make over as a prize and would produce some sort of ticket/token to show this.</p> <p>GD to update table/list of stalls as agreed at the meeting:</p> <ul style="list-style-type: none"> - Hoopla Balloons - some people felt this didn't really work last year as some balloons were popping. ZC suggested the balloons could be attached to bamboo sticks to avoid the need for helium. ZC said she was happy to sort this out. - Water Pistols – some people felt this didn't work either last year, the targets to be shot kept blowing away/off. It was agreed this stall would be replaced with a water balloon game where buckets were positioned in a certain way, participants would see how many balloons they could get into the buckets. - It was agreed to change the silent auction to an open auction where bids could be seen by all. ST said there is only one prize for this at the moment and more prizes were needed. - Raffle Tickets – it was agreed that this stall would be put with 'Pot of Gold' and covered by ST and MB. - BT will speak to SLT to find out who would be willing to go in the stocks. It was suggested that the stocks could be done at certain times throughout the day. Buckets and sponges will of course be needed. 	<p>GD</p> <p>PD</p> <p>GD</p> <p>ZC</p> <p>BT</p>
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5	<p>AOB</p> <p>Nil.</p>	
	<p style="text-align: center;">Date of next meeting: TBC</p>	