



24th May 2016

MINUTES OF THE FRIENDS OF CHILTERN WOOD MEETING HELD ON 10th MAY 2016 AT MAPLEWOOD SITE

Attendance: Alan Lawrence (ALa), Gareth Davies (GD), Bradley Taylor (BT), Sanam Ullah (SU), Lynn Fitzpatrick (LF), Alison Leslie (AL), Helen Thomas (HT), Jian Pan (JP), Marcelle Peacock (MP), Rachel Amos (RA)

Apologies; Nicola Sheridan (NS), Jackie Fryer (JF), Deanna Fryer (DF), Eileen Verrall (EV), Rukia Sattar (RS), Khawer Tamimi (KT), Phillipa Dadd (PD), Maria Bovingdon (MB), Paula Bushe (PB)

Item	Discussion	Action
1	The Chairman welcomed all attendees to the meeting. Apologises were given on behalf of absent members.	N/A
2	The Minutes of the last meeting were agreed.	N/A
3	Actions from the last meeting 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. GD would engage with the Charities Commission to see if he could amend the details without requiring the password. Ongoing The easy fundraising account would need to be updated. GD would liaise with JF to facilitate the change once the charity name was formally amended to 'Friends of Chiltern Wood School'. Ongoing HT had produced the screenshots for using Easy Fundraising. She would PDF them and then pass them to RS to test the procedure. They could then be uploaded to Facebook and sent out in book bags. ALa got the required signatures from the FCWS account trustees in order to change the name of the account.	GD GD HT Closed

	<p>GD wrote a letter to Maplewood and Chiltern Gate parents informing them of the change to FCWS and to encourage more parents to support FCWS.</p> <p>GD asked if the committee members could have school email addresses. BT said that this could be done and has requested an email address for GD.</p>	<p>Closed</p> <p>Closed</p>
4	<p>Summer Fete Preparations</p> <p>After discussion amongst the members, it was decided that the Summer fete would be held on a Friday 15th July at Chiltern Gate site. This would be a trial to see how successful it would be in this new format. The Children and staff would be able to assist in the fete preparation on the day and then the activities of the fete would be available for the children between 1315 and 1415. The fete would then be open to parents from 1500-1730 once the taxis had cleared the site.</p> <p>GD would write a letter to Parents to inform them of the change of date of the Summer Fete.</p> <p>Parking would be a restriction. BT would talk to Kite Ridge and GD would investigate parking in the Cressex industrial estate.</p> <p>HT kindly volunteered to act as the focal point for the fete layout, stalls and manning the stalls.</p> <p>SU talked about the opportunity to invite parents in on the day of the fete to prepare food for the fete. It was agreed as a good idea.</p> <p>It was agreed that the ice cream would be an internal run stall and not an external ice cream provider. We would need to avoid the issues of a previous year where the ice cream melted too quickly.</p> <p>We would need to source the refreshments closer to the date. We would also need a volunteer to purchase these items; this would be discussed further at the next meeting.</p> <p>We would have a cake stall. There will be a letter issued closer to the time requesting donations of cakes from parents and carers; GD said he would produce this letter.</p> <p>SU kindly offered to be the contact for the private stall sellers.</p> <p>GD would engage with JF to see if the band from last year would be available again and also if she</p>	<p>GD</p> <p>BT/GD</p> <p>HT</p> <p>SU</p> <p>All to note</p> <p>All</p> <p>GD</p> <p>SU</p> <p>GD/JF</p>

	<p>would arrange for the bouncy castle.</p> <p>GD would produce a template for requesting donations for the prize raffle. He would send this out to the FCWS members to then go out and source prizes.</p> <p>MP kindly volunteered to be the focal point for the tombola and, closer to the time, would write to parents across both sites to inform them of a mufti day and request donations for the Tombola.</p> <p>It was discussed that Natalie Strong had links with the fire brigade and we would need to ask her if she could confirm the attendance of the fire brigade at this year's Summer Fete.</p> <p>Maplewood staff, through LK, would look at producing a sensory stall for the Summer Fete.</p> <p>To publicise the event, it was requested that DF would design the Summer Fete leaflets.</p> <p>ALa would engage with Turville printers to arrange the printing of 1000 x A5 leaflets, 300 x A4 posters and 4 x A1 posters once they had been designed.</p> <p>It is requested that Paula Bushe assists with the distribution of the A5 leaflets. It was believed that previously, the leaflets were distributed to the local houses with the free paper.</p> <p>BT would send Chepping View a copy of the leaflet to inform them of the fete and MP would do the same for Maple Dean.</p> <p>HT offered to locate the tokens from the previous events. If they could not be found, then more would be printed off and laminated.</p> <p>The higher priced stalls would remain as cash payments but where possible, the stalls would use tokens. ALa would provide the floats for the day and would produce a procedure for helpers on the day to count the money during the event.</p> <p>We would write to the parents closer to the time to request that the children bring money on the day of the fete so they can buy tokens and take part in the activities.</p> <p>BT would keep staff at both sites updated on the progress of the fete.</p> <p>We would need to do a lot of 'out of committee' communication to ensure all the elements of the fete were coming together.</p>	<p>GD/All</p> <p>MP</p> <p>BT/HT</p> <p>LK</p> <p>DF</p> <p>ALa</p> <p>PB</p> <p>BT/MP</p> <p>HT</p> <p>ALa</p> <p>GD</p> <p>BT</p> <p>All</p>
5	AOB	

	<p>RA was undertaking a Good Morning Britain Tough Mums challenge on 18 May. She had set up a justgiving page to raise funds for FCWS to pay for a wheelchair swing. GD would write a letter to parents to publicise this and request parents to support Rachel by donating via her justgiving account.</p>	GD
	<p>Date of next meeting: Tuesday 7th June at Chiltern Gate site</p>	