



30<sup>th</sup> April 2018

**MINUTES OF THE FRIENDS OF CHILTERN WOOD SCHOOL MEETING HELD ON 26<sup>th</sup> APRIL 2018 AT THE CRESSEX SITE**

**Attendance:** Alan Lawrence (AL), Gareth Davies (GD), Bradley Taylor (BT), Caroline Andrews (CA), Sharon O'Toole (ST), Caroline Eliot (CE), Melissa Andrews (MA), Alison Leslie (ALe).

**Apologies:** Nicola Sheridan (NS), Claire Dancer (CD), Julia Geis-Clements (JG).

Item	Discussion	Action
1	<p><b>Welcome and introductions to any new members to FCWS</b></p> <p>The Chair welcomed everybody to the meeting; there were no new members in attendance.</p>	
2	<p><b>Agree minutes of the last meeting.</b></p> <p>The Minutes of the last meeting held on 21<sup>st</sup> March were agreed as being a true and accurate record.</p>	
3	<p><b>Action points from the last meeting.</b></p> <p>GD said he has asked LK to put the link for Easyfundraising on the school webpage with an easy guide on how to do it, he also said that we just needed to get into the habit of going through the Easyfundraising account when ordering items online. BT suggested that someone could have a stall at the Summer Fete for an hour to talk to people about Easyfundraising and explain how easy it is to use as some people might not actually know how to do it. CE said that this might be something Bridget Ledson could do, CE said she would speak to Bridget. BT also suggested that a reminder could be sent out near the Christmas period to ask people to purchase through Easyfundraising.</p> <p>GD said that the Wycombe Lottery was up and running and that we had over 50 tickets purchased, he suggested that maybe the Wycombe Lottery could be advertised at the Summer Fete along with Easyfundraising.</p> <p>GD said an Accounts Update needed to be added to the Agenda so we can look at what we had spent in the financial year. GD also said that we needed to submit the invoices to the Treasurer by the 31<sup>st</sup> July. AL would need to submit the FCWS accounts on the Charity Commission system by 31 May.</p>	<p><b>CE</b></p> <p><b>GD</b></p> <p><b>AL</b></p>

	<p>GD said he still had not a had a volunteer come forward to take over his position as Chair, he said that he would keep advertising the position in hope that someone would come forward. GD mentioned that in the last meeting he was keen to extend the committee members but this would be put on hold for now.</p> <p>GD said the Chair email account needed to be handed over to a care taker until the Chair position could be taken over. BT said he would check to see if the email could be accessed by other people.</p>	<b>BT</b>
4	<p><b>Summer fete 2018 preparation</b></p> <p>The Summer fete preparations were discussed and the following was agreed:</p> <p>1) The date of the Summer Fete would be on Saturday 23<sup>rd</sup> June 2018 12-3pm at the Cressex site.</p> <p>2) GD said parents should lead on the organisation of the games stalls and some parents could go to the flat to have a look at what is available.</p> <p>3) Refreshments would include the usual ie tea, coffee, squash, cakes, BBQ, Asian food and Ice cream. SO said NS has offered to run the refreshments and would bring a hotdog machine and a popcorn maker. CE suggested we could hire an ice cream van, GD said we would generate more money if we did it ourselves.</p> <p>4) Stalls – SO said she would like to do a teddy bear tombola and already had someone who will run it on the day, also a brik a brak stall. It was mentioned that there would be some game stalls which parents would orgnise and check to see what resources were available. SO said she had emailed Shazia with some private stall holders to contact.</p> <p>GD said he would produce a list of stalls/games and send to BT to start asking for volunteers to mann the stalls on the day of the fete.</p> <p>5) Music – BT suggested we had either a steel band or the RGS choir/orchestra, it was felt that having the choir/orchestra would be the best option. BT said he would look into it and if RGS were not available he would try another school.</p> <p>6) Raffle – SO said the raffle and silent auction prizes were in progress and that NS had already managed to get some prizes. GD said he would order £2,000 raffle tickets, one ticket book would go into book bags, some for staff to purchase and some that could be purchased on the day. The tickets would be held in the recetion area of both sites for staff and parents to take as required.</p> <p>SO said that the owner of Tara’s news in Downley was keen to support us in some way and said he would be more than happy leave some raffle tickets in his shop</p>	<p><b>GD</b></p> <p><b>NS</b></p> <p><b>GD</b></p> <p><b>BT</b></p> <p><b>GD</b></p>

	<p>for people to purchase, SO said that he didn't want to give a donation of money but would like to help in other ways as he had a lot of contacts and is sure someone he knows could help us.</p> <p>BT said there were some projects that need to be done and that some were quite basic. GD said we needed a SLT shopping list of what needs doing and AL said it would need to be a project that we would ask for donations to go towards. BT said he had spoken with Pali about bits for ICT at Downley like we have at the Cressex site. BT said there was so many ICT products out there that could help the children like 'Pace', he also mentioned that some very robust computers were needed. BT said the holiday club prevision had been a big hit and to run it costs money so some funding to help run it would be great. CE said that we could take pictures to show what we want to raise funds for and was happy to help with this. It was dicussed that we need to know what is the next project that we need to raise funds fo but it does take time to do the appropriate research and pull the information together.</p> <p>7) Tombola – Michelle usually runs the tombola, this would need to be confirmed</p> <p>8) Attractions – SO said we have a fire engine on the playground although the crew are on call so may need to leave if they were called out. We also had a bouncy castle and 'Wild Training' activity which would be on the field. SO said she had arranged for a company called Happy Ever After to attend, she said they supplied mascots and would send a Minion and one of the Paw Patrol characters. SO mentioned that they were doing this free of charge. It was suggested that maybe the mascots could be based in a classroom so if children wanted to see them they could, some children might find them scary.</p> <p>GD said we will have to think about parking and the way vehicles are parked, in the past we had relied on the driver of the vehicle to park properly. GD said we may need someone to take on the roleof parking marshall on the day. CE suggested we could have a cheerleading company called Kobika as part of the entertainment. It was suggested that the outside area where the stocks were last year could be an entertainment stage/area where we could have the stocks, orchestra and cheerleading entertaining throughout the day each at certain times. BT said we could use soft play and maybe a classroom for a break and calming room.</p> <p>9) Advertising – BT said he would check with Deanna Fryer to see if she was happy to design the fete leaflet/flyer around the artwork from the children.</p> <p>AL said he would engage with the printers but would need to know the number of leaflets and the sizes. GD said he would provide this to AL.</p> <p>It was suggested that the Wycombe Sound could be</p>	<p><b>BT/CE/GD</b></p> <p><b>BT/SO</b></p> <p><b>All</b></p> <p><b>BT</b></p> <p><b>GD/AL</b></p> <p><b>MA/CA</b></p>
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	<p>used to advertise the fete. And MA and CA could do this through their contacts.</p> <p>10) Floats/Collectors/Counters – It was discussed that parents would go in to sort the counters and put them in to bags. AL would return the counters</p>	
5	<p><b>AOB</b></p> <p>BT said a lot of money was raised for the school due to the marathon, he added that there was an anonymous donation of £500 and a school very kindly donated £400, BT said he would thank them and would ask them if they would like to come and visit our school. BT also mentioned that one of the children's Dad (from the Downley site) is doing Man V Mountain to raise funds for the school, he had already raised £600, BT said he would put this on the parent link.</p> <p>BT said he would like to think of a challenge for next year which could involve parents and children. GD suggested we could do an assault course for the children and maybe include parents. It was said that it doesn't have to be a physical challenge. GD said he would put something in the newsletter to get some ideas from parents.</p> <p>AL said he had received the renewal letter for the lottery licence. AL also mentioned about signatures for cheques. It was decided that Paula Granville and GD would need to be removed as a signatory on the FCWS account and that AL and SO would be added. AL would arrange for this.</p>	<p><b>BT</b></p> <p><b>ALL</b></p> <p><b>AL</b></p>
	<p><b>Date of next meeting: Wednesday 16<sup>th</sup> May 2018, 7pm, at the Downley Site</b></p>	