

Friends of Guillemont School Association

Minutes of Committee Meeting

17 November 2011

Present: Selena Baker, Clare Beauchamp, Karen Chapman, Sarah Christman, Darren Dedman, Denis Foster, Lisa Frankham, Louise Perrett, Caroline Ralph

1. Welcome and Apologies

Denis Foster opened the meeting at 3.35 pm and apologies were received from Tim Smith.

2. Approval of Minutes from Previous Meeting

Approval of the minutes from the previous meeting was omitted to be done.

3. Treasurers Report

In the absence of Tim Smith, the Treasurer, a financial statement was read out saying that there is £8,486.25 in the Royal Bank of Scotland account, and £1,139.22 in the CAF account. This gives a total of £9,625.47. It is not clear whether the amount of £2,500 for the sensory garden has been paid out yet. If it has not then this needs to be taken into account when planning spending for the near future. **Action:** To be clarified with Tim.

4. Feedback from Fireworks

The firework event was a great success, with the firework display being spectacular. Thanks to everyone who helped, but particularly the firework team who always work so hard to make the event such a success. The BBQ was very popular, with the quality of the hotdogs and burgers being appreciated. It was suggested that next year we also offer a vegetarian option. There were a lot of crisps and sweets left over, perhaps because people were full from the hot food, and it was suggested that perhaps next year we should not have crisps and sweets.

The Burning Man went well and provided a focal point before the fireworks started. It was mentioned that it was annoying that some people didn't buy tickets to get in, but stood in the road to watch, with some even standing in the Guillemont car park. It was suggested that next year people should be moved on, or perhaps be invited to make a donation.

5. Forthcoming Events

Christmas Productions: The class Christmas plays are being held in the school hall each night except Friday, in the week commencing Monday 5th December. Each night the play will start at 7.00 pm, and FOG will be providing mulled fruit punch and mince pies beforehand. Selena noted

down who has offered to help with serving this. There will be a raffle drawn after the performance, with one prize of a hamper, which Louise Perrett offered to make up using the things left from the tombola last month. It was suggested that Darren Dedman could approach Morrisons to ask for a donation of mince pies, as he has recently organised a trip to Morrisons and may have a contact there. **Action:** Darren to contact Morrisons. Selena to contact helpers for serving refreshments, and they will need to be in school from about 6.00 pm. Louise to make hampers.

Christmas Concert: This is taking place on Saturday 10th December in the school hall, with the Liss Brass Band performing traditional brass band music and also Christmas carols. They will be bringing their training band too – including learners from age 6, and the school choir will also be singing. The new hall projector will be used to project words for the carols, so people can sing along. The concert will be in two halves of 45 minutes each, and we will serve refreshments in the interval. We will also hold a raffle, with one of Louise's hampers as the prize.

Secret Santa: This will be held on Tuesday 13 December and a letter will be sent out shortly. Children who wish to take part will pay £1 per gift they would like, plus bring in gift donations. We will need people to help on the actual day, set up the day before, plus people to make the gift bags to wrap the presents in. People who are able to help on the day, and to make bags, let Selena know.

6. Funding Requests

Chicken House: Denis explained someone has offered to build this free of charge, but the materials will cost £1200, as chicken wire and wood are expensive. He has investigated different options, none of which cost less than £1000. It was agreed that this was too expensive, and that FOG are willing to give £200 towards this project. The school have written to B & Q asking if they would donate some materials, but got no answer to the letter. It was suggested we ask if any parents could source materials at trade price, or build the run. Sarah and Caroline said they may know people they could ask. **Action:** Possible alternatives to be investigated.

Sandpit: FOG have been asked if we would consider funding a new sandpit to go in the newly created Sensory Garden, as the one that had been bought previously was too big and had no cover. The one that is being suggested would cost around £200. It was decided to decline the request as FOG had already funded equipment for the sensory garden.

Fish Tank: The school Reception area is being upgraded, with a new desk and new chairs, to make it more attractive. FOG have been asked to fund a new fish tank for Reception, as the old one is coming to the end of its life. Denis had investigated the cost, and a new modern tank on a stand will cost around £200. There are a few children who look after the fish and are very keen to have the new tank, and the existing fish and tank are very popular with Guillemont pupils and visiting children. It was therefore agreed to fund the new tank and Denis will organise this. A plaque will be put next to the tank saying that it has been donated by FOG.

Recorders: The recorders that we had previously agreed to fund have now been bought, and the Recorder club is very popular. Clare Beauchamp is running 2 sessions a week, with 40

children taking part and Denis explained that the number of children having instrument lessons has doubled.

Netball kit: The money raised from the Sponsored walk will be used to fund sports equipment and recently Mr Cooper has raised money to purchase new football kit. FOG have previously agreed to fund netball kit if the netball team can raise money towards it. Mrs Bovington, who runs the netball team, reports they have raised £75 so far, from the Summer BBQ and a cake sale. It was agreed that if they can raise £135 then we will fund the remainder needed, which is £225 altogether. Denis knows of a shop in Liphook who can embroider badges with the school logo on to go on all the school sports kits, and this will be arranged in due course.

Children's Kitchen: The meeting were shown the current children's kitchen, and Denis explained that he would like it refurbished to make it more modern and user friendly for children. Suggestions for improvements are to have hotplates that can be raised or lowered, so children of all ages can reach them, and to have a split level oven which would be easier for adults to use. The intention would be to include an opportunity for cooking within each topic that the children study. Also if a washing machine is included it would enable school sports kits to be washed in school, plus towels to help cut down on paper waste. Children could learn how to use all the appliances in the kitchen, to encourage independence.

This would be a long term project, costing quite a lot of money, but everyone agreed it is the type of project FOG should be funding as it will benefit all children during their time at Guillemont. **Action:** Denis to investigate plans & costs and bring details to the next meeting.

Minibuses: The lease on the current minibuses expires next spring and the intention is to replace these with minibuses leased through Hampshire County Council. This is because it is not possible to get spare parts for the current buses, which leaves us very vulnerable in case of accident or breakdown. The new lease would cost approx £10,000 per year for both buses, which includes 4 services and replacement buses if out of action. FOG currently contributes £3000 towards the current bus lease and are being asked to increase this to £4000 per year.

There followed a long discussion about whether it is financially viable to continue to lease minibuses, taking into account how often they are used. Currently this is for class trips, for the regular swimming sessions, and for Upper classes residential trips. It was explained that when classes use the minibuses there is a hire charge payable, which most parents are probably not aware of. The option was suggested of just hiring coaches for trips, but this has been investigated and the cost per child is not feasible and, particularly for residential trips, would increase the total cost of the trip substantially. Denis did bring to our attention that currently 30% of parents do not pay the requested voluntary contribution towards class trips and other school events, and the school have to make up the shortfall.

Apart from the cost, there is also the issue that a decreasing number of school staff are MIDAS trained minibus drivers, which makes it difficult to find drivers on occasion.

It was agreed that FOG will fund the extra money for the new minibus leases, but plans need to be put in place to ensure the buses pay for themselves more, perhaps by hiring them out to

other organisations such as schools, scout groups etc. As this is a complicated issue it will be an Agenda item for the next meeting.

7. Any Other Business

School Caterers: Denis informed the meeting that the school caterers HC3 have offered the option to provide snacks at breaktime after Christmas, and can also provide food for in-school parties/events for the same cost as their lunches. In addition, they have said that staff and helpers who have a level 1 Hygiene certificate would be able to use their main kitchen in school, which could prove useful.

Film Licence: Selena explained that there have been changes in the administration from Filmclub, who previously supplied the licence needed to show films in school. We now need to obtain a licence ourselves before we can run any future after school or evening film showings. This will cost around £135 for a year. **Action:** Selena to organise this.

Information Board: Selena showed the meeting a mock-up of an information board to go in Reception, to help us communicate with parents and raise our profile. It has been discussed in several previous meetings that our communication needs to improve, and this board would give details of past fundraising, amounts raised and how it has been spent; also future events would be shown, and what we are fundraising for next. We could also have photos of FOG members so that people know who we are when they are in school or attending events. It was agreed this is a good idea, but does need to look professional. **Action:** Selena to investigate possible alternatives .

8. Date for Next Meeting

This is to be held on Thursday 19th January 2012 at 6 pm in the staff room.