

FRIENDS OF GUILLEMONT SCHOOL ASSOCIATION

Minutes of Committee Meeting Tuesday 26 January 2010

Present: Selena Baker, Karen Chapman, Barbara Cook, Diana Deale, Darren Dedman, Angela Denman, Kate Fuller (Chair), Caroline Lee, Annwen Roberts, Tim Smith

1. Welcome

Kate Fuller opened the meeting at 6.00pm by welcoming those present.

2. Apologies for Absence

Apologies were received from: Sally Ley and Clare Beauchamp.

3. Approval of Minutes from Previous Meeting

Unfortunately this was not done this time (apologies from Minutes Secretary for not noticing this at the meeting).

Action: Post-meeting request from Minutes Secretary. Please may we have Approval of Minutes from Previous Meeting and Actions Arising as an agenda item. The Minutes do need to be proposed, seconded and approved at all meetings.

4. Treasurer's Report

Barbara Cook was asked to log-in to the online account in order to change the Treasurer's name to Tim Smith. Tracey Grey's name is to be removed from all Treasurer items.

Tim reported that there was £12353.00 in total in the CAF and the RBS accounts, however there are invoices due to be paid for whiteboards and pens and also for the minibuses amounting to £4053.00 in total. This leaves £8200.00 available in total from both accounts. The Charity Commission will need to be checked for registration and also tax relief through GiftAid will need claiming.

Actions: **Barbara Cook** to send appropriate changes to the bank. **Someone** to check with Charity Commission regarding reclaimed tax on GiftAid.

5. Feedback from Christmas Disco and Secret Santa

Christmas Disco: All leftover glowsticks from the fireworks were sold at the Christmas Disco and the larger, more expensive items were given away as prizes. Tattoos and nailpainting were kindly donated by Mrs Harper and others. Overall profit for the disco was £641.00, less expenses of £222.00 and there was a £93 profit from the food sold on the night.

Secret Santa: Selena reported that, for the first time since she has been dealing with this popular event, there were enough male gifts. This was also with children choosing designated male gifts (such as chocolate) for females! There were plenty of helpers for the set-up and on the day for which thanks were expressed and there will be enough gifts leftover to go into a tombola on a Tuesday Library Night. The event went well due to considerably better organisation, even allowing for last-minute entries and there were no upset children. Selena mentioned that although they ran out of gift bags, more were made between the morning and afternoon sessions. All in all it was a fantastic event for all concerned.

6. Forthcoming FOG Events and Annual General Meeting

Cake Sale: Darren Dedman and Jackie will set up the tables and the After School Club will bake some of the cakes. There was a suggested price of 20p per cake.

Action: *Darren* and *Jackie* for tables and **ASC** for cake-baking.

AGM: The date for this is to be **Thursday 11 March at 3.20pm.**

Papers such as agenda and minutes will need to be prepared and sent out a minimum of two weeks in advance of the meeting. Kate suggested that the format of the AGM should be similar to last year's with the hope that the choir would be available. Last year calendars were kindly donated as prizes for good attendance, however this is unlikely to be an available resource this year; therefore Barbara Cook will check available donated gifts and certificates will need to be prepared. It was agreed that the calculators for the new Year 3s was a popular choice of Year 3 gift, especially as they were individually named. Caroline and Stephen Lee volunteered to put names on the calculators again, however this year a small donation towards the cost of the vinyl was requested (amount to be confirmed but likely to be inexpensive).

AGM letters are to be sent out immediately after half-term, also Disco notification, and last AGM minutes are to go onto the website and Parentmail. Year 3 children and parents are to receive special invitation to attend the AGM and collect their FOG gift. Selena requires a volunteer to go to Bookers with her. AGM Agenda and papers to be available on the day. Tracy Clement to be invited to AGM if free.

Action: **Selena** for preparation of AGM papers and seeking volunteer to purchase calculators. **School Office** for Parentmail AGM/disco notification. **Barbara** for donated gifts. **Caroline** and **Stephen Lee** for naming of calculators.

Spring Disco: The date for the Disco has been set at 26 March and the theme is Mad March Hare. Clint will be invited to provide the music for this event.

Action: **Selena** to ask Clint to provide music.

Sports Day and Fireworks: There was some discussion as to whether these two events will be possible this year due to the ongoing problem of the mole-treatment on the field. The treatment and re-landscaping of the field could take up to two years. The moles-contractor is gradually moving moles on and holes are not being filled until all of the moles are gone. Even when this happens regular maintenance will be required to ensure that any new moles are moved on again. The top of the field would then need to be removed, refilled and reseeded. Unfortunately, the mole and field treatment comes out of the school budget as grounds maintenance and does not come cheaply.

It was generally agreed that Sports Day could be run, however with the possibility that it would be held in a different format (i.e. no track racing or high jump) and location (i.e. one of the playgrounds). There was a general discussion and suggestions included using other schools' sports fields and a mini-Olympics trial run. Also the day would probably have to be split into two sessions, one for the lowers and one for the uppers.

It was agreed that the fireworks event may prove slightly less easy to solve, however the pyrotechnics team will be consulted and it was agreed that it would be disappointing not to be able to hold the Guillemont Fireworks this year.

7. Any Other Business

Snow: Thanks were given to everyone who helped during the recent heavy snowfall with clearing snow and ensuring the school stayed open for business.

Skip-filling: Kate has requested that the wood from last November's Fireworks must be removed from the field. Darren was asked to contact his volunteers to arrange a date for this to be carried out and a skip is to be arranged once this is confirmed. The skip can only go on the field near the wood where there is less mud so that the skip lorry can easily deliver and remove. The skip would only be available for one day.

Action: **Darren** to contact volunteers. **Kate/School Office/Caretaker** to arrange skip.

Film Events: Clare Beauchamp has been investigating provision of films for events such as end-of-term or special treats for the children. In Clare's absence, Selena explained the two possible options. The first method is to sign-up to a Film Club which entails someone (member of staff or PTA member) being required to attend a one-day workshop in London. The second method is to join PBSL at £155.25 per year and this would be whole year only

membership (1 April to 31 March only with no reductions for joining part-way through the year). One of the conditions for these licences is that they do not allow for any kind of moneymaking or fundraising from film club events; however donations can be invited from the audience.

There was some discussion as to what films are available and it was assumed that you hire your own as the two film club methods are simply a licence for public showings of films. Permissions from parents would be sought if films were rated PG and it was generally believed that over the year money would not be lost. Refreshments in the form of squash, biscuits and popcorn could be sold for the event.

Selena volunteered to attend film club training if necessary and Kate said that she would release her to carry this out.

Action: *Selena* to attend training as necessary.

Other Fundraising: There were a couple or so suggestions put forward regarding fundraising. The first was a Fashion Show whereby the school provides the models and the company provides the clothes. 3% to 10% of profits from the sale of items would go to the school. It was thought that this might be a more relaxed event to introduce new children to Guillemont and that Tuesdays and Fridays are the best days, even possibly combining the Fashion Show with a Tuesday Library Night.

A flier from a garden nursery had been received with the offer of 12-inch hanging baskets for £8.50 per basket with the school keeping £2.50 from each basket sold. There would be no need to pay until delivery of the hanging baskets and there is no minimum order however it would require pre-ordering from parents. Kate requested that a few baskets were ordered for the school alone.

Actions: Volunteer required to purchase baskets for the school grounds/buildings and for parents to be offered the chance to order. Volunteers required setting up the Fashion Show if required. To be advertised on the school website.

Battery Chargers: Sioux Harman has requested two battery chargers for the school minibuses. These will cost approximately £37.00 each and are essential as the trickle-chargers currently in use do not work effectively. This purchase was agreed by all present.

Willow-weaver: The school's gardening club has been offered a willow-weaver. It was thought this would be a very useful tool to help with renovation of the woodland trail with willow-fence around. It was felt that all the children would benefit. There was then some discussion about the renovation of the woodland and the wooden decking which needs replacing but possibly not with wood, although the current decking has lasted 15 years. Barbara recalled that it was originally won by a previous pupil in an environmental project competition. A teacher will be needed to go for training with Forest schools although this was seen as long-term. Agreed by those present.

Action: Kate to check costing of renovation of decking.

ICT Items: Kate showed those present leaflets about ICT items called Fizzbooks. These are smaller than laptops, with a smaller keyboard and swivel screen. The advantages include the teacher being able to see what is on anyone's screen at any time and download of SMART comes with it. There are other versions from Intel and Samsung, however further information is required about them. The cost when retailed to the public per Fizzbook is £350 and as 16-20 would probably be required then lease options would need to be investigated.

There was some discussion about how robust these books would be and how useful at this time, although classwork could be done elsewhere and be seen on screen by teachers. It was queried as to whether the teachers would have time to sit at their laptops and observe children's actions. However, as more children are going onto the Whizzkids platform it was decided that the Fizzbooks would be investigated further.

Action: Kate to investigate further.

Free Kids Event: Selena suggested it would be good to hold an absolutely free event for the children with no educational benefit at all and those present were asked to give some thought to this. The Family Fun Day was also mentioned but not discussed in any depth as time was limited.

8. Date of Next Meeting

This was agreed for Tuesday 30 March at 6.00 pm in the school staff room.

The meeting closed at approximately 7.10pm.