

# MEETING MINUTES



## Meeting Details

Meeting Name	FOWP Meeting
Location	School Meeting Room
Date	Tuesday 14 January 2020

## Present:

### Committee:

Leon Neville (Co-Chair), Julia Evans (Treasurer), Belinda Palmer (Secretary), Donna Laker

### School:

Mrs Bull, Miss Weller

### Parents:

Helen Lamb, Helen Kitson, Kate Blake, Clare Spitteler

## Finance Update

- Current status is that the account is in the black with outstanding payments to be cashed for school donation and expenses.
- Fundraising focus for the rest of the school year agreed as funds towards a new school music room. To be highlighted in communications to parents and potential sponsors.
- Miss Weller to provide a breakdown of Squid Payments to Julia Evans to enable calculation of takings for panto and quiz night.

## Planned Events

### Panto 2020

- 400 tickets booked with settlement of £4320 (£10.80 per ticket) due by 30 June – if paid for now then FOWP bank account would sit (after a number of fundraising events) to action payment ensuring funds are available for any school donation requirements.
- Tickets will go on sale in Autumn term.

### Quiz Night (24 Jan)

- 6.30 arrival with committee setting up table and chairs.

### Bedtime Stories (29 Jan)

- Volunteers required for catering. FOWP to prepare comms.
- Tea, coffee and sugar should be in the cupboard from the Christmas bake sale (need to check). Milk to be bought on the day.

### School Discos

- Dates and Bee-Fit booked, communications sent out to parents.
- FOWP to organise volunteers (note attached to parent comms) for snacks prep and management, toilets and quiet room coverage.



#### Film Night (27 April to 4 May)

- School to staff and manage logistics.
- FOWP to manage snacks - £4 charge for these
- Once film is selected, FOWP will organise the licence. Miss Weller to review specific school questions required for licence.

#### Easter Bake Sale (2 April)

- Cupcakes / traybakes only (easy to portion)
- Cakes brought to school on the day – no 'Bake Off' competition this year.
- Will need volunteers for selling.

#### Summer Fair (11<sup>th</sup> July)

- Plan to use blueprint from 2019 but with new indoor / science lab activity – investigate options.
- Suggested additional bouncy castle activity as so popular.
- Helen Kitson to investigate providers of pony rides / birds of prey exhibitors.
- Plan to start booking asap to inform list of sponsorship opportunities. Committee to discuss booking separately.

#### Volunteers

- Miss Weller to investigate whether it is possible to use Squid for parents to volunteer in general to support FOWP events.

#### AOB

- N/A

#### Date of Next Meeting

Wednesday 3<sup>rd</sup> March