

## **FORPS Meeting minutes**

Date: 27 March 2025

Location: Washington Cricket Club

Present: Vicky, Helen, Karen, Katherine, Victoria, Judith, Gail, Lynn

Apologies: Keeley, Julie, Pauline, Sarah, Nikki, Denise, Ashleigh, Lauren, Jean.

### **Welcome**

Welcome to everyone. Introductions made to welcome Lynn as a new member.

### **Minutes from last meeting**

Minutes from last meeting accepted.

### **Points from previous meeting**

Nothing to note.

### **Membership**

- Review of members
  - Helen and Vicky have discussed current membership list with Jan as there were a few people who they did not know.
  - Helen has emailed the people who do not attend meetings etc to see if they would still like to receive our minutes etc.
    - 2 responses from people with children in year 6, they would like to remain on the list until the children leave in July 25.
    - No response from others. Vicky, Helen and Jan to update distribution lists.
- DBS
  - School will be in touch with people who need DBS checks.
- Recruitment
  - Lynn has joined the meeting today. She has a Grandchild in reception.
  - 2 people left contact details at Parents evening. Helen has emailed them to welcome them and to let them know about this meeting. No response has been received.

### **Communications update**

- Facebook
  - Victoria continues to post on Facebook to share upcoming events etc.
  - We need to ask school to share posts.
- Website
  - When Victoria checked the most up to date minutes were not available.
    - Request that this is updated.
  - Helen to review FORPS section on website for any other updates.
- Posters
  - Helen spoke to Jan about adding posters to noticeboards etc around school.
  - Posters have been printed and put into windows at school.

## Recent events / upcoming events

- Valentines disco
  - Event went well and children enjoyed themselves.
  - Payments via school money app rather than cash worked well.
    - Need 3 volunteers to reconcile payments and returned slips etc.
    - Ensure lists etc are all sorted in the same way – alphabetical, by class etc.  
This will speed up the process.
- Bedtime story event
  - A lovely event.
  - £63 received in donations for refreshments.
- 'Wonka bar' event for WBD
  - Great event enjoyed by the children.
  - Feedback has been positive.
  - Prizes were generally okay, however some of the older children were a little less impressed.
    - Maybe we could include the student council next time.
  - We are unsure how many of the labels made it home as children opened the chocolate bar in class and then put wrapper into the recycling.
    - We need to consider how chocolate bars are given to children etc for use in the future.
  - It would be nice if any teachers have taken photographs which we could share.
- Easter egg hunt
  - Friday 4 April 2025
  - Raffle
    - Karen and other FORPS members have been going around the yard at home time selling raffle tickets. £150 has already been raised.
    - Ask school to see if it is possible to let year 5/6 children to bring some money in to buy tickets after school one night.
  - Lock box game will be set up with a large easter egg.
    - £1 a try.
  - Words have been selected for KS1 and KS2.
  - Plan to sell cakes and refreshments.
    - If anyone can make cakes that would be great.
    - Karen and Judith have checked, we have plenty of drinks.
  - We will need tables and pens from school.
  - Helen, Karen and Judith are going into school on Monday 31 March to confirm numbers for event.
- Farewell to Cotia
  - School event
  - Saturday 17.05.25
  - Helen to confirm with Jan what support school need from FORPS.
- Colour run
  - 6 June 2025
  - We need to start and look at ordering paint – to confirm with Keeley where we buy paint from and how much we order.
  - Points from last year's event

- We need to buy up more paint to bag up and sell – Approx 250 bags suggested
- Summer fair
  - 4 July 2025
  - Vicky ran through some key points
    - Inflatables
      - Discussed after summer fair 2024 that the inflatables we had were not suitable for the younger children.
      - Vicky showed a ‘summer fair package’ on the website of the company usually used. Everyone felt this was a good option as it included a slide, bouncy castle and obstacle course.
    - Prizes
      - Prize stock used at the Christmas fair and therefore need a restock for the summer fair.
      - Other PTAs give children a token / sticker etc which can then be collected (like at the arcades) and redeemed at a ‘Prize table’. This would mean that we could purchase some higher value prizes.
      - It was felt that the children would prefer to receive a small prize at each station rather than a token.
      - We will therefore continue to purchase low value prizes and have them at each game station.
  - Refreshments
    - We will have a stall selling sweets, drinks and crisps.
    - We will not be offering a hot food / more substantial food item.
  - New stalls
    - Any ideas please share with Vicky.
    - Need to arrange hiring a snow cone maker etc.
  - Raffle prizes
    - Everyone to start and request prizes.
      - Karen shared that Tesco have kindly donated a drinks hamper with a value of £150.
- Bingo
  - Decided this will not happen this school year,
- Future events
  - Family picnic – July 2025

## **Purchases**

- Flyers
  - We have had a quote of £75 for 200 flyers.
    - We will accept this quote and arrange for printing.
- Sashes
  - Suggested that we purchase some FORPS sashes to wear at events. The hi -vis jackets we have do not go over coats easily.
  - Helen has looked into this and they will cost approximately £3 each.
    - Agreed to purchase.

## Finances

Current bank balance £4,471 (available balance).

A reconciliation of income and expenses is prepared for each event – We will receive a copy after each event going forward.

Christmas fair made a profit of £2,707.96

Helen has now spoken to Barclays to sort out the signatory on the bank account.

We discussed the need for a card machine and if this would be useful. Sum Up has fees of 1.69%. It was felt that the fees were minimal, and a card machine could raise additional funds as a lot of people no longer carry cash. Helen to discuss with Jan.

## Funding requests

- Thank you notes received from EYFS, reception and Mrs Banks.
- Mar01 – SLT
  - Request for £299.96 to replace 4 PE safety mats.
    - Funding agreed in full.
- Mar02 – KS1
  - Request for £205 for clock resources to assist children with learning to tell the time.
    - Funding agreed in full.
- Mar03 – EYFS
  - Request for funding for Reception class children to visit the aquarium.
    - Options
      - Cost of entry to aquarium = £420 – cost to parents £11
      - 50% of travel costs = £325 – cost to parents £12.50
      - 50% of total trip = £535 – cost to parents £9
    - Funding for 50% of total trip costs agreed.
- Mar04 – Year 4
  - Request for funding for Year 4 to visit Newcastle keep
    - Funding of £275 agreed to cover 50% of travel costs.
- Mar05 – EYFS
  - Request for funding of £29 to purchase wooden places of worship for the construction area.
    - Funding agreed in full.
- Mar06 – EYFS
  - Request for funding of £264.89 to purchase an ordnance survey flooring mapping, floormat of our school, our school Aero image desk mats, inflatable globe.
    - Funding agreed in full.
- Mar07 – EYFS
  - Request for funding of £120 to pay for CPD course '10Cs of Childhood'
  - A discussion took place regarding this request, it was felt that this is not something FORPS should be funding.
    - Funding not agreed.
- Mar08 – Mrs Price and Governors
  - Request for funding of £250 to provide refreshments for the staff room for next school year.
    - Funding agreed in full.

## **Big project**

No updates

## **Any other business**

Our next meeting will also be our AGM. Helen to review constitution to check what is needed.

## **Action points**

- Vicky
  - Add Lynn to distribution list.
  - Update distribution list.
- Helen
  - Update distribution list.
  - Review FORPS section on RPS website.
  - Review constitution in advance of AGM.

## **Next meeting date**

Date: Tuesday 29 April 2025

Time: 3.30pm

Location: Rickleton Primary School