

FORPS Meeting minutes

Date: 11 February 2025

Location: Rickleton Primary School

Present: Vicky, Helen, Karen, Denise, Katherine, Jean, Ashleigh, Emma, Stephen.

Apologies: Keeley, Julie, Pauline, Sarah, Gail, Nikki, Judith, Lauren.

Welcome

Welcome to everyone. Introductions made to welcome Katherine, Emma and Stephen as new members.

Minutes from last meeting

Minutes from last meeting accepted.

Points from previous meeting

Review of action points from previous meeting carried out.

Helen has been in contact with the company regarding the free banner. We will need to design the banner and then order. The company offer a 'free' banner but encourage you to use their design services for a fee. Helen is continuing to work on this. Vicky to share the original Facebook posts she seen with ideas of how the banner could look.

Helen spoke with Jan regarding DBS checks for new members. She will provide a list of names to school who will then contact individuals to arrange for checks to be completed.

Communication / membership

We discussed things we could do to try and increase engagement / membership with the wider school community and FORPS. New members expressed that they found it difficult to find out information about FORPS and meeting dates etc. In addition to this it was felt that parents were often put off as they are unaware of the commitment which will be expected.

It was suggested that we utilise the noticeboards around school which parents will see when they are waiting to drop off / collect children. Helen to do a review of noticeboard locations in school and discuss with Jan.

FORPS information leaflets were updated recently by Victoria and we possibly have a stock in school. Helen to locate flyers, review and check stock.

Other suggestions included adding posters to the school fences / gates to provide FORPS information (meeting dates, upcoming events etc).

Helen shared that there will be a FORPS section in the school newsletter.

Helen to discuss with Jan the possibility of FORPS having a stand set up at parents evening. This will hopefully raise the profile of FORPS for most parents.

Suggestions for the Facebook page:

- Pinned posts – events, meeting dates
- More detail in the 'About' section

Recent events / upcoming events

- Light show
 - Everyone agreed this was a great school event.
 - Helen shared that the event raised approx. £1k for school.
- Cross Country
 - A great event, however due to location of stand and route taken into hall a lot of parents did not see the stand.
 - Point for future events – add signage to ensure people are aware of what is available.
- Valentines disco
 - Thursday 13 February from 3.15pm.
 - Karen is sorting the refreshments.
 - Glowsticks – Approx 600 in bungalow and Jan has ordered an additional 600.
 - Helen will add a poll to WhatsApp to ensure we have cover for each disco.
- EYFS bedtime story event
 - 17 & 18 February 2025
 - 10am – 10.30am
 - FORPS to provide refreshments
 - Items left over from Cross Country have already been passed to EYFS team to be used for this event.
 - Helen to add a poll to WhatsApp to see who is available.
- Parents evening
 - Following conversation above, Helen to add a poll to WhatsApp to see who is available (Following approval from Jan).
- Easter event
 - Friday 4 April 2025
 - Usually have 2 words for the children to find (KS1 & KS2)
 - As mentioned last month, if anyone sees any good deals on easter eggs please share in WhatsApp.
- Wonka bar event for World Book Day
 - Vicky shared what she had seen on PTA Facebook pages from other PTAs who had run this event.
 - Most affordable option for chocolate bars appears to be 'Ms Mollys' chocolate from Tesco at 70p per bar.
 - Dairy milk bars (110g) range in price from £1.50 to £2.
 - Farm Foods sometimes have deals on chocolate bars, but we need to be mindful of the quantity we need.
 - Profit margin is going to be low for this event, however it is thought that it will be excitement into school and create a bit of a buzz.
 - 2 options for running event
 - Event runs as a pre-order to enable us to buy what is needed.
 - Only children who make payment receive a bar of chocolate.
 - Each child receives a bar of chocolate (even if payment has not been made).
 - We will need to come up with a name for our event due to copyright.

- Examples of prizes
 - Hot chocolate with Mrs Price.
 - Extra 10 minutes of play time for your class.
 - Non uniform day for your class.
 - 10 family points.
 - Donuts for your class.
 - 15 minutes of golden time for your class.
- Following discussion about the event, the group agreed the following:
 - Ms Molly chocolate was the best option.
 - By using this chocolate, we could request a donation of £1.
 - Karen is going to speak to Daniel to see if it is possible for him to order it in on our behalf.
 - It was felt that each child should receive a bar of chocolate, even if no donation was made.
 - Helen to confirm number of children in school and confirm allergies.
 - This will make purchasing easier as we will know numbers in advance.
 - Each child will receive a bar of chocolate (we can sort into classes in advance). For those children with allergies, we will then swap the bar out for a suitable alternative.
- Future events
 - Colour run – 6 June 2025
 - Summer fair – 4 July 2025
 - Family picnic – July 2025

Finances

Current bank balance £5,247.92 (available balance).

Following discussion last month, we now have a list of items agreed but not yet paid.

The Asda Rewards programme which happened a few months ago has raised £760.00. It was discussed that not everyone was aware of this promotion. If this comes around again, we need to try and share as widely as possible with school community to ensure we raise as much as possible.

Helen shared that the items which she sold on vinted (from Christmas fair) have raised £40.

Helen is still working with school to sort out the signatories on the FORPS bank account as Nikki (previous chair) is currently a signatory for the account.

Funding requests

Going forward funding requests will be numbered to help with tracking.

- Feb 01 – Year 6 – SATS week / end of year
 - Funding request of £455 made to cover the following:
 - Breakfast each day of SATs week for all Yr 6 children.
 - Bacon sandwiches for final day of SATs week for all Yr 6 children.
 - Ice lollies.
 - Marshmallows etc for festival.
 - Year-end show – props / costumes etc.
 - Funding agreed in full.

- Feb 02 – Rickleton Plus (via Mr Baker)
 - Funding request of £50 to purchase 2 white boards to be put up on the wall for R+.
 - Funding agreed in full.
- Feb 03 – SLT – Mr Baker
 - Following a recent health and safety check the basketball hoops have been deemed unsafe. A funding request is therefore being made to purchase 2 new basketball hoops at a cost of £320 (2 x £160). It was detailed in the request that these hoops would not be of the same quality as the ones school previously had.
 - It was discussed that it may therefore be a good idea for school to explore costs to replace with a better-quality product which will last longer.
 - Funding has been agreed. However, Helen is going to speak to school to make the suggestion of looking into alternatives.
- Feb 04 – SLT
 - Funding request of £295 to renew the 10 licences of Imprint software currently used by school.
 - Funding agreed in full.
- Feb 05 – Mrs Banks – Whole school request
 - Funding request of £30 to purchase 30 new clipboards to be used within lessons and on school trips.
 - Funding agreed in full, however Helen to speak to school to check if quantity is sufficient. If school feel that more are needed, FORPS are happy to fund 2 packs of 30.
- Feb 06 – EYFS – Miss Ebdon
 - This request provided additional clarity on a request made in the last meeting.
 - Funding request of £650 to purchase items for the EYFS yard development including 'Grandads shed'
 - Pool noodles £29.
 - Soft play equipment £345.
 - Circular mirrors £177.99
 - Rectangle mirrors £234.95
 - Total £656.92 with discount of £130.02 being available.

A point was raised as requests were shared that we should consider shopping around for items as a lot of the requests made come from Amazon which is not necessarily the best value for money / quality.

Big project

The IT audit has now taken place in school, and it has been identified that some new hardware will need to be purchased including iPad and laptops.

There is a budget meeting to discuss the findings of the IT audit, once this has been discussed school will share with us the shortfall and we can assess how / if we can help.

Any other business

Nothing to note.

Action points

- Helen
 - Continue looking at free banner.
 - Review of noticeboards in school & discuss use with Jan.
 - FORPS flyers – Review and check stock.

- FORPS stand – Discuss with Jan re Parents evening.
- WhatsApp polls
 - Disco
 - Bedtime story event
 - Parents evening
- ‘Wonka’ bar event – To discuss with Jan.
- Funding requests – Discuss requests re Basketball hoops and clipboards.
- Vicky
 - Send banner info to Helen.
 - Update distribution list for new members.
- Karen
 - Discuss chocolate bars with Daniel.

Next meeting date

Date: Thursday 27 March 2025

Time: 6.30pm

Location: Washington Cricket Club