

FORPS Meeting minutes

Date: 23 January 2025

Location: Washington Cricket Club

Present: Vicky, Helen, Judith, Victoria, Sarah, Karen, Denise, Gail

Apologies: Keeley, Julie, Lauren, Pauline, Jean, Ashleigh

Welcome

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

Minutes from last meeting

Minutes from last meeting accepted.

Points from previous meeting

Review of action points from previous meeting carried out.

Helen has added additional meeting dates for the remainder of the year. Helen to confirm dates for meetings at school. Helen is going to look into the free banner.

Helen has sent a thank you email to Adrian from the Cricket Club for their continuing support along with an update re future meetings.

Communication update

Victoria has started the Facebook postings again following Christmas. She will continue to post updates of events / funding etc as they come up. It would be appreciated if everyone could continue to like and share posts.

Victoria has requested a copy of the funding agreed spreadsheet. She will then be able to post about some of the items funded.

Recent events / upcoming events

- Christmas fair
 - We shared feedback from the Christmas fair. Main points to consider for next year:
 - Congestion in the hall.
 - It would be a good idea to extend into Area 3 to enable stalls to be spaced out and hopefully help with people moving around the fair.
 - Could we possibly split the most popular stalls into multiple smaller stalls to hopefully help with queues?
 - Entry into the fair
 - This has been an ongoing issue.
 - It helped opening the fire door in the hall, however we need to share this with parents earlier, so they are aware.
 - If we use Area 3 we could also open the fire door at the roundabout to allow another entrance / exit.
 - Children with walking home permissions
 - Is it possible for the older children with permission to visit the fair without a parent?

- Stalls
 - Tombola system worked but needs some tweaks – It was possible to see the numbers on the bottle tops, we therefore need to cover the hole or change the container we use for the draw.
 - Overall, it was felt that the number and variety of stalls worked well. The addition of a few new games seemed to be a success.
 - Refreshments
 - We ordered too much pizza.
 - We need to carefully consider what refreshments we want / need for future fairs.
- Bingo
 - This was planned for January, however due to lack of time etc we now propose to run this event in the spring (between Easter event and summer fair).
- Light show
 - Several people have volunteered to help at this event. Helen to confirm with Jan what is needed from FORPS.
- Cross Country
 - Karen and Judith have purchased the refreshments for this event.
 - Several people have volunteered to help.
- Valentines disco
 - Helen has received an email from Gillian to say the letters for the disco will be sent home 24.01.25. School would like to trial using the 'school money' payment system. It is hoped that this will save time as money will not need to be counted / banked etc. It was felt this was a good idea and if this is successful it would be useful for future events.
 - We will still need people to go into school before the event to sort out lists etc.
 - Same set up as usual – Crisps and juice within ticket price and glow sticks for sale on the night.
 - There is juice in the bungalow which can be used.
 - We will need to buy crisps once we have numbers.
 - Currently have 600 glow sticks in the bungalow, however these may be used for the light show. We will need to check after the light show to work out how many we need to order.
 - Reminder that no children are allowed in the kitchen area at the disco and if you are bringing older children to help (under 16) you will need to complete a form which you can get from the school office. Anyone over 16 will need DBS check.
- EYFS bedtime story event
 - 17 & 18 February 2025
 - Miss Ebdon has asked if FORPS would be able to provide refreshments for this event.
 - Helen is going to ask for more information and will share in the WhatsApp group.
- Easter event
 - We have decided to run the Easter Egg word scramble hunt again this year.
 - Proposed date is Friday 4 April as Year 5 are on residential the Friday before school breaks up for Easter.
 - Helen to confirm this date with Jan.
 - As last year if people can keep an eye out for any easter egg deals and share them in the WhatsApp group.

- Potential events
 - Wonka bars on World Book Day
 - Colour run – June 25
 - Helen to discuss both potential events with Jan

Finances

Current bank balance £6,600 (available balance).

Currently have £7k of 'confirmed funding' which has not been paid out of the bank. Helen to discuss this with Jan and request we get a breakdown of 'unpaid funding' each month so we can monitor this.

Funding requests

- Thank you letter from Year 6 for helping with funding for 'The Bug Man' visit.
- Thank you letter from Arts Club for funding. The children have been to see Mufasa at the cinema, which has provided them with lots of ideas.
- Thank you letter from EYFS for funding the magnetic tiles.
- Year 6
 - Request for a donation for reading skills books (for SATS). Cost of visit £322.00.
 - Funding agreed in full.
- Year 3
 - Request for a donation for the cost of the bus for a visit to Vindolanda.
 - Cost of £650.00
 - Agreed we will cover 50% of cost.
- Nursery lunchtime staff
 - Request of £130.00 to fund 'Dance and movement kit' for the yard.
 - Funding agreed in full.
- Year 2
 - Request for a donation for the cost of the bus for a visit to Beamish. Cost of £350.00.
 - Agreed we will cover 50% of cost.
- EYFS
 - Request of £650.00 to purchase soft play equipment as part of the development of the yard.
 - Helen to request more information about this request to feedback at next meeting.
- Sensory room
 - Request for £250.00 to purchase 2 new bean bags and some new floor tiles for the sensory room/
 - Funding agreed in full.
- History – Year 2 to Year 6
 - Request for funding for either:
 - £962.00 to help with entry costs to Durham Cathedral, or
 - 50% of the bus costs of £1750.00
 - Agreed we will fund 50% of the bus costs (£875)
- KS1
 - Request for funding for a class set of atlases at a cost of £143.70.
 - Funding agreed in full

- Badminton club
 - Request for funding of 10 new badminton racquets at a cost of £70.00.
 - Funding agreed in full.
- Year 1
 - Request for a donation for the cost of a visit from Florence Nightingale at a cost of £390.00
 - Agreed to fund 50% of cost.
- Year 3
 - Request for a donation towards the cost of the bus for a visit to The Empire in Sunderland to see 'Horrible Histories'. Cost of £250.00
 - Agreed we will cover 50% of cost.
- SLT
 - Funding request included for outdoor equipment. £1300.00 was agreed in July 24 meeting.
 - Helen is going to discuss this with Jan to confirm if this is a request for additional funding. Helen to feedback at next meeting.

Accounts

- Helen has prepared and filed the tax return.
- Update to share – School have been in touch regarding the funding we agreed for Mrs Banks re archaeological dig. We sourced some items from Wickes as part of their community fund. The rubber chips were not available from Wickes and we had agreed to fund anything we couldn't source. This purchase did not happen, Vicky and Helen discussed this and agreed for the purchase to be made as funding had already been agreed.
- Nikki is still signatory for the bank account. Helen is working with Lisa / Gillian to get this changed over.

Big project

- It is looking unlikely that the interactive classroom will go ahead. It would cost a huge amount of money not only to fund the equipment, but it is also likely that building work would need to be carried out to accommodate everything as school do not currently have a suitable place.
- Alternative idea – Purchase of Yurt.
 - To be used as an outdoor classroom.
 - It was felt that this could be a great addition especially for the nursery children who attend forest school.
 - Helen has looked at some set ups, with potential costs of approximately £20k.
 - One point to consider is if building this would attract trouble outside of school hours which people trying to access / use / vandalise.
- Alternative idea – IT
 - An IT audit is currently being undertaken at school.
 - Helen will share the findings once this is complete to see if we can provide any funding for equipment needed.

Any other business

- Helen seen a post from Washington Scouts requesting books. Helen has contacted them to offer the leftover books from the Christmas Fair. Helen is meeting the Scout Leader on 24.01.25 at the bungalow to allow them to pick what they would like.

Action points

- Helen
 - Sort out 'free' banner.
 - Follow up meeting with Jan to discuss points from this meeting.
 - Speak to School re DBS checks for FORPS members.
- Vicky
 - Add Gail to distribution list.
 - Share funding list with Victoria.
- Sarah
 - Add Gail to WhatsApp group

Next meeting date

Date: Tuesday 11 February 2025

Time: 3.30pm

Location: Rickleton Primary School