

FORPS Meeting minutes

Date: 18 July 2024

Location: Rickleton Primary School

Present: Vicky, Helen, Judith, Denise, Jean, Pauline, Keeley

Apologies: Nikki, Victoria, Lauren, Julie, Karen, Sarah

Welcome

Welcome to everyone.

Minutes from last meeting accepted.

Points from previous meeting

Review of action points from previous meeting carried out. Points had been cleared.

Membership

No additional feedback re new people contacted following the new parent events last month.

New meeting arrangements

Everyone feels that the mixture of meeting days and times is fine. We will continue to monitor into next year.

Communication update

Victoria provided an update to Helen to share with the group as she was unable to attend the meeting. Everyone agrees that the Facebook posts are great and is raising the profile of FORPS.

The update for the school website has been sent to school so hopefully that will be updated soon.

Vicky shared the feedback from the FORPS stall (3 responses). One person asked for FORPS to share amounts raised and spent. No negative feedback received however Judith did say that it was difficult to get people to fill out the form.

Lolly sales

- If weather is fine in September, it will be possible to run lolly sales on a Friday after school.

Pre-loved uniform

- Donations have been received following the non-uniform day. They are currently in the bungalow and will need to be sorted in September.

Summer fair

- Vicky shared the amounts raised from each stall – once we have confirmed information this will be shared.
- Bottle tombola
 - School received an email from someone who had won a bottle at the fair as a reminder to check the expiry dates on bottles as the one they won was out of date by a couple of years.

- Vicky shared an idea from other PTAs which is to use tokens and a numbered table (for the prizes) which will save having to number each bottle and risk bottles being taken by mistake etc which occurred this year.
- Vicky is still waiting to hear from school re the over delivery of candy floss. Outcome to be shared in the new school year once the recharge has been made.
- We need to consider what refreshments we have available in future as the stall currently appears to have made a loss and parents were asking for hot drinks as well as hot dogs etc.
- The inflatables currently appear to have made an overall loss. This could possibly be down to what we order. Again, this is something to consider for future events. It is noted however that the inflatables are a fun and showstopper kind of item.
- The external stall selling snow cones was a massive hit this year. Everyone wants to see if this is something we can replicate in the future.
- As always, a huge thank you to everyone who helped out in the run up to the fair and also on the day.
- Vicky also raised that it is difficult to know what costs to allocate to the fair for things like refreshments where we have a running stock used for multiple events. This was something for FORPS to consider going forward to decide if it was worth the hassle of trying to maintain some kind of ledger to cost stock used.

Family picnic

- Tesco (Via Daniel) have kindly donated ice pops so that each child in school will receive one on the last day.
- It is agreed that this is an easy way to raise the profile of FORPS.
- Teachers will get the ice pops from the bungalow and distribute as the children are leaving.

Funding requests

- Rickleton Plus request from last month
 - Helen has clarified the relationship between school and Rickleton Plus – Rickleton Plus are a part of school, not a separate entity.
 - Funding of £380.00 requested for new resources (games etc)
 - Funding agreed in full.
- Sports equipment request from last month
 - It was thought that we may be able to receive funding via Community Chest, however Helen spoke to Jan and school already receive funding therefore it is unlikely we would be able to make a second claim. In addition to this the next committee are unlikely to approve anything until Christmas.
 - Funding of £504.00 (or £250.00 and school would find the additional balance) requested
 - Funding of £504.00 agreed in full.
- Mrs Banks – Year 4
 - Transport for trip to Jarrow Hall.
 - Approximate cost of bus will be £400.00
 - Funding of 50% of the cost of the transport agreed.
- Anita – Gardening club
 - Funding of £30 requested to purchase 9 new pairs of children’s gardening gloves.
 - Funding agreed in full.
- Year 6
 - Thank you for all funding for year 6 leavers.

- Funding request of £20 to purchase a Bluetooth speaker so that music can be played in the yard.
- The amount requested was discussed and it was felt that we would rather give some additional money to enable a better speaker to be purchased.
 - Funding of up to £120.00 agreed.
- Mr Todd – PE
 - Funding request of £60.00 to purchase 8 foam javelins.
 - Funding agreed in full.
- Year 1
 - Trip to the theatre to see ‘There was an old lady who swallowed a fly’ – tickets cost £11.40 each.
 - Funding request for transport to the theatre.
 - Cost of transport is £360.00
 - Funding of 50% of the cost of the transport agreed.
- EYFS
 - Funding request of £210.00 to purchase 7 new outdoor ‘Rickleton’ coats for staff to use whilst teaching in the forest school.
 - Funding agreed in full.
- EYFS
 - Funding request of £500 to purchase camping equipment.
 - Helen is going to speak to Jan about what is needed. It may be possible to pick-up second-hand equipment at a car boot sale etc or some parents may have some equipment to donate.
- Matilda visit for winning school family – Mr Baker
 - Funding request of £150 to cover transport for the show.
 - Funding of 50% of the cost of transport agreed.
- Mr Melvin
 - Funding request of £107.00 to purchase a new Christmas tree for the school hall.
 - Funding agreed in full.
- Mrs Holt – Music lead
 - Funding request of £896.00 to cover the music bursary for the next school year.
 - Funding agreed in full.
- Year 3
 - Funding request to help with the cost of the Stone age workshop.
 - Funding of 50% of cost of workshop agreed.
 - The actual cost is to be confirmed as it wasn’t clear in the request we received.
- Mrs Price
 - Funding request for some outdoor sensory equipment.
 - Helen shared some examples which had been provided, each piece of equipment ranged in price.
 - It was agreed that we would fund approximately £1300.00 to enable the purchase of 2 smaller pieces of equipment.
 - Further requests can be made in the future if needed.

Finances

- Following our last meeting Helen has spoken with Lisa to try and resolve some of the older transactions relating to funding which must have been agreed but not paid out. This is still a work in progress, but a number of items have been cleared.
- Based on the information held there is a balance of £9,406.00 in the bank account.

Big project

Following our last meeting Helen met with Mrs Price. Helen explained that whilst a bus or train etc would be lovely to have it would require a lot of work to actually get it in place – risk assessments, feasibility studies (upkeep / ongoing costs) which FORPS would be responsible for.

- Jean has a contact for someone who works at the National Lottery. She has been in touch to see if they could provide any funding for a bus library – unfortunately they do not provide funding to schools.
- Jean plans to contact the postcode lottery to see if they offer any grants.
 - Following discussion, it was decided that she could enquire about funding for the outdoor equipment requested by Mrs Price.
 - Helen will forward information over to Jean.
- Interactive classroom
 - Helen met with Mrs Price to discuss the interactive classroom.
 - The approximate cost will be £25,000.00 to install this into one of the rooms in the bungalow.
 - It will be possible to change the themes.
 - The company who currently maintain the school computers have said that they will be happy to maintain at no additional cost.
 - There will an annual licence of approximately £300.00
 - There is potential that it could be hired out to other schools.
 - Mrs Banks is going to attend the September meeting to explain more.
 - Everyone seemed excited about this as our big project.

Any other business

- Suggestion to hold a 'Back to School Bingo event' in the first few weeks of September.

Action points

- Helen
 - Forward outdoor equipment to Jean.

Next meeting date

Date: Thursday 26 September 2024

Time: 6.30pm

Location: Washington Cricket Club