

## **FORPS Meeting minutes.**

Date: 25 June 2024

Location: Washington Cricket Club

Present: Vicky, Helen, Karen, Judith, Sarah, Denise, Jean, Lynne, Cllr. Brandon Feeley

Apologies: Nikki, Victoria, Pauline, Keeley, Lauren, Julie

### **Welcome**

Welcome to everyone and to Cllr. Brandon Feeley.

Minutes from last meeting accepted.

### **Points from previous meeting**

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

### **Membership**

Helen provided feedback from new parent meetings held over the past 2 weeks. No uptake from the first meeting, however 4 parents have registered an interest from the 2<sup>nd</sup> meeting. Helen has reached out to them via email and has invited them to the summer fair. She also provided some excellent feedback from one set of parents about the school in general and how welcoming everyone has been. This parent owns several businesses in Newcastle and has suggested that he would be interested and willing to help FORPS in the future.

New contacts not yet added to distribution list.

### **Future meetings**

Helen has now organised the meetings for the next year. This list has been shared. There is a mixture of days and times to hopefully accommodate more members.

### **Communication update**

Victoria provided an update to Helen to share with the group as she was unable to attend the meeting.

- Victoria has designed update for the school website – Helen to share with group via email.
- New parent leaflets have been printed and distributed.
- Facebook – Regular posts are being made. Everyone encouraged to share posts and invite people to the page.
  - Everyone commented on how good the posts are.
  - If there is anything to share, please let Victoria know and she will sort a post out.
  - We will start to share money raised; Helen has created some great charts to show this information.
  - Brandon mentioned that depending upon the Facebook page set up it might be possible to get some additional information e.g. people who interacted etc
- Information board is now all set up and we can continue to update.

## **Colour run**

- Great event, everyone seemed to enjoy themselves.
- Feedback
  - Have more bags of paint next year, sold out this year
  - Have one start time next year, older kids turned up early and started running early.
  - Would it be worthwhile charging an entry fee rather than have it as a sponsored event
    - To be looked at once count has taken place.
  - Simon Glass (Victoria's husband) has offered to record footage of events to create a publicity video for school / FORPS. We would need permission from parents for children to be included – add to google form next year.

## **Sports days**

- Good events.
- Not many drinks were sold, especially in the morning as parents were looking for hot drinks.
- Lollies sold well after school following sports day.

## **Lolly sales**

- All old stock has now been sold.
- Karen and Lauren have restocked – Thank you!
- Decided to keep it to Fridays so that it is a treat and parents don't get sick of us.

## **Pre-loved uniform**

- Odd bits are being taken / sold but not huge amount of uptake.
- Easy enough to put out and tidy away, therefore will continue to put on when lolly sales are taking place.

## **Summer fair**

- Vicky is meeting with Jan 27.06.24 to discuss final fair items.
- Vicky to follow up with Cricket club to see if they will be attending / have stall.
- Raffle prizes shared with group – everyone agreed that we have some great prizes.
- Stall list – shared with group and people have chosen which stalls they would like to work.
  - Vicky to contact people not at meeting to see which stall they would like to work, update list and share with Jan so teachers can fill gaps.
  - Vicky and Helen will not have a designated stall, they will help out on stalls which are particularly busy and also to keep cash separate.
- Donations discussed – Team who have been sorting in the bungalow say that we have received a lot of great donations.
- Cakes – Sarah and Jean have kindly offered to make some cakes to sell. Request a dojo to be put out for cake donations on the day of the fair.
- Teddy game – enough donations to run this stall, Sarah has kindly offered to bring her litter pickers on the day of the fair.
- Income from each stall – it has been agreed that everyone would like the income from each stall to be recorded. Vicky explained her plan of how she thinks this could work. Cash floats will be put together using money from colour run and raffle.

- Prices were discussed – it was decided that we want to keep prices reasonable, to enable everyone to take part.
- External stalls – run through stalls.
- Vicky will check stock of refreshments on Friday (after lolly sale) to see what is needed for the fair.
- FORPS stall – Decided that we will have feedback / comment forms to see what the school community would like FORPS to do. We will have some sweets to hopefully tempt people. Pre-loved uniform will be put out, along with info board.
- Toiletries – a number of small toiletries have been donated, if we do not do a lucky dip etc we will donate them to a food bank.
- Arts and crafts – Brandon said that he may have a contact who would be willing to donate a raffle prize or may be interested in a stall – Vicky to follow up with Brandon.

### **Finances**

- Balance currently stands at £3,800.00
- Helen raised that she thinks we should have a working balance (reserve) which we do not spend to fund requests. We discussed the importance of the having a reserve to enable events to be run.
- At the last meeting we had a balance of £7,000 and funded £3,500 of items.
- Helen has spoken to Lisa about receiving a profit and loss account for each event so that we have a clearer understanding of money raised and costs involved.
- Helen is going to work through the 'older' funding which has not yet cleared the bank account to see if these are still relevant.
- We discussed having an approval system in place for event expenses to enable the 'lead' to have a full understanding of costs.
- It was agreed that the colour run and raffle money would be counted 26.06.24

### **Funding requests**

- Miss Wilson – Whole school – Sensory room
  - Request of £200.00 to fund a spinning egg chair and mini trampoline.
    - Funding agreed in full
- Rickleton Plus
  - Request of £380.00 to top up resources (Games etc).
  - Helen is going to clarify the position of Rickleton Plus with Jan – Is it part of school or a separate entity. She will update and then a decision can be made.
- EYFS
  - Request of £150.00 to fund some books and resources for the weekly forest school
    - Funding agreed in full
- Mr Baker – Whole school – Sporting equipment for yards
  - Request of £504.15 (or 50% and school will fund remainder) to provide additional sporting equipment for playtime.
    - Brandon suggested that the Community chest could fund this. Helen to follow up.
- Thank you letter received for funding Durham Dash.
- Rubber chippings and artifacts to be purchased following Mrs Banks request at the last meeting. Wickes kind donated plastic tubs and gardening tools.

### **Big project**

- Discussed different possibilities – Metro train, double decker

- Helen has discussed an ideas Jan has. Jan has suggested an interactive classroom. Helen will share the link so we can have a look at it.
  - Helen raised some questions she has re longevity, maintenance, training etc
- Swimming lessons
  - At the last meeting we discussed possibly paying for a year groups swimming lessons. We discussed that parents do not currently pay for this, so they are unlikely to be bothered about FORPS funding it.
  - It was felt that it should be something tangible which can be seen as 'helping' parents.

#### **Any other business**

- Tonight was Lynnes last meeting. We thanked Lynne for her contribution and how much she will be missed.

#### **Action points**

- Helen
  - To speak with Brandon re Community chest, in general to see what the criteria is.
  - To discuss community chest funding for sporting equipment requested by Mr Baker.
  - Share link re interactive classroom.
  - Share website update.
  - Meet with Jan 26.06.24
    - Discuss interactive classroom.
    - Discuss Rickleton Plus and request made.
- Vicky
  - Meet with Jan 27.06.24
  - Confirm with Cricket club – external stall.
  - Stall list to share with people who could not make meeting.
  - Share stall list with Jan.
  - Buy lucky dip bin / tub.
  - Follow up with Victoria re external stalls
  - Follow up with Brandon re arts and crafts contact
  - Check refreshments stock 28.06.24

#### **Next meeting date**

Date: Thursday 18 July 2.24

Time: 3.30pm

Location: Rickleton Primary School