

## **FORPS Meeting minutes.**

Date: Thursday 23 May 2024

Location: Blue room, Rickleton Primary School

Present: Vicky, Karen, Judith, Avril, Helen, Victoria, Sarah, Denise, Keeley

Apologies: Julie, Nikki, Pauline, Lynne

### **Welcome**

### **Minutes from previous meeting**

Accepted with no changes.

### **Points from previous meeting**

- Outstanding points from last meeting
  - WhatsApp
    - Keeley to discuss with Jan if she can join. Until this is confirmed Vicky will continue to share information.
- All other action points have been dealt with. Some points will be discussed in more detail during the meeting.

### **Mission Statement**

The mission statement was discussed at our last meeting. Helen asked everyone to consider this and provide feedback. Everyone was happy with what had been suggested. Mission statement agreed.

### **Constitution**

Helen shared a draft copy of the constitution with the agenda for this meeting. Helen explained that she had taken the constitution from Parentkind with no changes. Constitution was agreed and Helen will now change the constitution from draft and rename as version 1.

Helen explained that she had taken the lowest number of committee members within the constitution. The committee roles are as follows:

- Lisa – Treasurer
- Helen – Chair
- Vicky – Secretary
  - Helen nominated, this was seconded, role was agreed.

### **Membership / Newsletter**

Helen has spoken to Jan about FORPS having a section on the school newsletter, which Jan has agreed to. Due to the pending deadline for the next newsletter (24.05.24) Helen has drafted and sent something to Jan. This introduces Helen as chair but also shares what FORPS is all about, shares that we are not a PTA therefore anyone from the community is welcome to join who wants to help us achieve our goals.

## **Meetings**

Helen has looked into different venues to hold meetings, so we are able to alternate between 3.30pm and 6.30pm meetings to try and accommodate different schedules.

Helen approached Washington Cricket Club and they have agreed that we can have a free room at 6.30pm on a Tuesday or Thursday night. The Cricket Club are looking for ways to create links with school. Helen asked if they would be interested in having a stall at the summer fair. They are going to let her know.

Going forward the plan is to alternate our monthly meetings between a Tuesday and Thursday night. We will also alternate the time of meetings between 3.30pm start (these will take place at school) and 6.30pm start (these will take place at the Cricket Club).

Helen will put together a list of dates and times of future meetings, she will share this in WhatsApp.

## **Communication**

We now have access to the FORPS Facebook page.

Victoria has prepared a full schedule of posts for the page. She shared the list of different posts which she will be making. This will ensure at least one post per week. Everyone agreed that this will be very beneficial in promoting FORPS. Victoria requested that if anyone has any ideas of things we could post to contact her via the WhatsApp group.

Helen mentioned that FORPS do have a section on the school website, however this is outdated. Victoria said she will have a look at this.

Helen shared the current flyer for new parents. Everyone felt this was not as good as it could be. Victoria is going to look at redesigning this. Vicky will share the QR code for the Facebook page with Victoria so it can be used (if needed). The new starter packs / meetings have not yet been held therefore we need to try and sort this before the packs go out.

Helen asked that we need to decide how we can collect data to share the value added. To be discussed in next meeting.

Helen discussed the posters created to advertise pre-loved uniform and 'Freezer' Fridays. They are very wordy and everyone agrees that it would be nice to add some pictures etc so they really stand out.

## **Events calendar**

Vicky shared the events calendar and explained that we tend to run the same events each year. We discussed some of the events which we have not run for a while and that we could maybe try them in the new school year. Copy of events calendar and event suggestions will be shared with minutes.

## **Upcoming events**

- **Colour run**
  - Friday 14 June 2024
  - Keeley has ordered the paint based on last years uptake.
    - We need to get some numbers together as soon as possible. Keeley has spoken to the supplier and it will be possible to add additional paint to the order.
    - Google form sent out on dojo today (23.05.24) to get an idea of participants.
    - Sponsorship forms will be sent home with all children tomorrow (24.05.24).
    - As last year all paint is safe for allergies and is non-grit.

- Keeley will let everyone know when the paint arrives in school and some people have volunteered to bag up some of the paint to sell to parents at the event.
  - Plastic bags will need to be purchased for this.
- We will sell refreshments – Vicky to see what stock we currently have. She will share what is needed (if anything) once we have numbers.
- **Summer fair**
  - Friday 5 July 2024
  - Vicky shared the list of stalls which we usually have at the fair.
    - Karen noted that we need better ducks if we are doing hook a dunk this year as the ones we have do not float correctly.
    - Toys and games stall discussed.
      - We need to ensure that any unsold toys and games are disposed of following the fair.
      - It was agreed that all items on this stall are donated and have therefore not incurred a cost to FORPS, the stall is to be priced with this in mind – depending upon donations received we may split items between 50p and £2. This will need to be decided once we see donations.
    - It was suggested that we look at having some kind of craft stall – flower crowns were suggested. Vicky to look into.
  - External stalls shared. Everyone was asked to reach out to anyone we think could be interested. We ask for a donation to be made.
    - Victoria to contact Guide Dogs and Bethan who have had stalls in the past.
    - Vicky to contact Connie and Belle to see if they would be interested.
    - Keeley has reached out to a Year 1 parent about the papercraft items they make.
  - Raffle
    - Jan has reached out to contacts who have previously donated prizes however we do not seem to be getting as many as we usually do.
    - Vicky will share with the minutes the word version of the letter we use for raffle prize requests.
    - If everyone could try to reach out to businesses for raffle prizes it would be appreciated. People will share in WhatsApp who they have approached and the response received.
  - Refreshments
    - We discussed different things which we have tried for refreshments. It was felt that we have a cake stall and sweet stall which is probably all we need. It was discussed that we could offer some additional sweets/crisps on the ‘refreshments’ stall.
    - Karen reminded us that we have ice cream cones which have been kindly donated by Tesco. We discussed filling with marshmallow mix as a fun treat.
  - FORPS stall / stand
    - Vicky shared that she thought it would be a good idea to a FORPS stall at the fair where we can put out the pre-loved uniform but also to share what FORPS is all about. Possibly have some kind of display – Keeley thinks school have some display boards we could use.
    - Vicky suggested some kind of free prize draw to attract people to the stall.
      - Everyone thought this would make a good addition to the fair.
  - Non uniform day will be 21.06.24 (2 weeks prior to fair).
    - Vicky will ask for people’s availability to help with fair prep.

- Vicky will be checking stock we have in the bungalow prior to her meeting with Jan on 04.06.24.

### Current financial position

- Balance currently stands at £7,500.99

### Funding requests

- Year 5
  - Request for class set of 'The Great Chocopot'.
  - 30 books at a cost of £7.99 each – Total cost £239.70
    - Funding agreed in full.
  - Keeley to discuss if 30 books will be enough – Year 6 have requested books and have requested 60 books – FORPS will fund 60 books if they are needed.
- Staff wellbeing
  - Contribution of £200 - £250 towards staff refreshments (Tea, coffee etc) for the 24/25 school year.
    - Funding of £250 agreed. The group agreed that this a great way to thank the staff for their continued support.
- Year 6
  - Trip to the theatre to see 'War Horse'.
  - Tickets have been purchased for £15 each – which parents will be paying.
  - Request of £550 for transport.
  - It was discussed that we usually fund 50% of transport costs.
    - Funding of £5 per ticket agreed – 60 x £5 = £300
    - Funding of 50% of transport cost = £275
- Mrs Banks – History lead
  - Furniture for the History shed at a cost of £49.95.
    - Funding agreed in full.
  - Books – Historical fiction at a cost of £250 for approximately 27 books.
    - Funding agreed in full.
  - Artifacts at a cost of £450.
    - Funding agreed in full.
  - The following items were also requested:
    - 4 x 10L storage boxes at a cost of £28.
    - Rubber chips at a cost of £30
    - Kids tools x 2 at a cost of £20
      - Vicky shared that she has contact details for the community contact at Wickes. She will email her to see if they could help us with these items.
- EYFS
  - Request of £323 for 6 blackout blinds.
    - Funding agreed in full.
- Netball hoops for KS1 and KS2 yards
  - Total cost of £195.96.
    - Funding agreed in full.
- Year 1
  - 2 half day visits from 'The History Bloke' at a cost of £360.
    - Funding of 50% agreed £180.
- Year 6
  - Request for class set (60 books) of 'Far from Home' at a cost of £390.
    - Funding agreed in full.

- Year 6
  - Request for funding of £125 to enable an additional adult to attend the residential to York. The additional provision is required due to the needs of the children attending.
    - Funding agreed in full.
- Durham Dash entry
  - Request for funding of £225 to enter 16 children in the Durham Dash.
    - Funding agreed in full.
- Year 1
  - Trip to Wetland Centre. Request for contribution towards transport costing £350.
    - 50% funding agreed (£175)
- Year 3
  - Trip to Hancock Museum. Request for contribution towards transport costing £550.
    - 50% funding agreed (£275)

### **Any other business**

- Uniform & lolly sales.
  - Agreed that it has started to gain momentum – hopefully it will become known that if the weather is fine on a Friday FORPS will be outside of the bungalow with uniform and lollies.
  - Reminders will now be posted on Facebook page.
  - Discussed cost of uniforms. It was agreed that we would continue to ask for donations with a suggestion of 50p per item.
- Thank you letters.
  - Helen is going to prepare a thank you letter for donations especially for Tesco (Daniel) who really support our events.
- Purchases since last meeting.
  - 2 coolers
  - Canopy
- Have think about some bigger ticket items we could fund.
  - Metro Train Library
    - To discuss with Julie.
  - Helen to speak to Jan to get an idea of costs to fund swimming.

### **Action points**

- Helen
  - Change constitution from 'Draft' to Version 1.
  - Follow up with Cricket Club re Summer Fair.
  - Create a list of meeting date and times. Share with team via WhatsApp.
  - Thank you letters.
- Victoria
  - Schedule Facebook posts.
  - Look at FORPS section on school website.
  - Look at New Parent flyer.
  - Look at Pre-loved uniform / Freezer Fridays posters.
  - Contact Guide dogs and Bethan re stalls.
- Vicky
  - Send QR code to Victoria.
  - Stock take at the bungalow to see what we need to buy for upcoming events – to be communicated with team via WhatsApp once complete.

- Prepare fair plan in advance of meeting with Jan 04.06.24.
- Following meeting on 04.06.24 communicate with team via WhatsApp tasks which she will need help with in the run up to the fair.
- Look into craft stall for fair – flower crowns etc.
- Contact Connie & Belle re stall.
- Email Wickes re items requested by Mrs Banks.
- Everyone
  - Consider data we can collect to share with school community.
  - Communicate within WhatsApp group about bagging up paint for colour run.
  - Reach out to anyone who you think may be interested in a stall at the summer fair.
  - Reach out to businesses for raffle prizes – copy of letter will be sent via email.
    - Update team in WhatsApp for places tried and the response given.
  - Consider what we can do with the cones donated by Tesco.
  - Think about big ticket items we could put in place / start saving towards.
- Keeley
  - WhatsApp group.
  - Let the team know when paint has arrived in school.
  - Confirm with Year 1 parent re stall.
  - Confirm number of books needed in Year 5 request.
- Karen
  - Purchase food bags for colour run – once we have numbers.

**Next meeting date**

Date: Tuesday 25 June 2024

Time: 6.30pm

Location: Washington Cricket Club