

MINUTES: Friends of Heywood Committee Meeting

9am, Friday 5th October 2018, The Methuen Arms, Corsham

In attendance:

Amanda Corker (Co-Chair)
Amy Jones (Co-Chair)
Barbara Angme-Amponsah (Co-Treasurer / Year Rep - Year 3)
Naomi Roxanne (Online Social Secretary)
Claire Blyth (Used Uniform Candidate)
Ginette Anderson (Year Rep - Nursery)
Beverley Rodbard-Hedderwick (Year Rep - Reception)
Mike Fryer (Year Rep - Reception)
Alana Backhurst (Year Rep - Year 1)
Marion Bedford (Year Rep - Year 2)
Rachel Avent (Year Rep - Year 5)
Madeline Palmer (Year Rep - Year 6)
Tim O'Connell (School Liaison)

Apologies:

Helen Clay (Co-Treasurer / Year Rep - Year 3)
Kate Reeves (Year Rep - Year 1)
*Spencer Gower (Year Rep - Year 4)
Kirstin West (Year Rep - Year 6)

Proceedings:

1. Welcome and introductions

AC chaired the meeting and welcomed those in attendance. Introductions from each Committee member were made.

2. Used Uniform

- AC invited CB to provide her ideas for FOH used uniform sales going forward and BR-H offered to help CB with used uniform going forward.
- CB suggested an online forum to manage uniform items for those who can't get to the sales, which was agreed by Committee members. BR-H suggested an online payment system such as Paypal. MF & TO'C suggested eBay may work well, however it was agreed by the Committee that the selling fees would make too much of an impact. NR suggested a Facebook page would work well for uniform sales. MB raised concerns that only those with Facebook accounts would have access to it. CB suggested an inventory on the school website to ensure access for everyone, however TO'C informed the Committee that access to edit the new school website is now under the remit of two people, so it was agreed that the preferred method would be a link to an external website rather than having information on the school website directly. CB & BR-H will look into further ideas on how to action online selling and put their ideas forward at the next Committee meeting.

- CB also proposed that there could in future be a colour-coded system whereby quality of used uniform could be categorised and priced appropriately to ensure clarity and avoid disappointment, particularly for online sales.
- AC informed committee members that John Moore Sports will be attending the “Meet the Teacher Tea Party” held in the summer to sell new uniform.
- It was agreed that the split would increase from 20% to 50% FOH, with 50% now to seller.
- TO’C suggested that FOH could have a used uniform sale at the “Open Classroom Event”, which will take place on the Tuesday before the start of the next academic year. This was agreed by the Committee.

3. Resignations and appointments

- AC informed the Committee that Lucy Ellis had resigned as Secretary. MF was nominated for the role by MP and seconded by AJ, and it was agreed by the Committee that MF would take on the role of Secretary going forward.
- NR offered to help MB in her role as Year Rep for Year 2 if required.

4. Role of FOH

- AC discussed the role of FOH. It should include welcoming new parents at open events and when new parents join the school; hosting fun and inclusive social events for the children and parents/grandparents of the school; as well as to fundraise for the school.
- AC informed the Committee that Mrs Mitchell’s new PA would be dealing with admissions and it was suggested that an FOH information sheet could be distributed with information about FOH and contact details for Year Reps etc.
- AC proposed that there also be a charity element to the fundraising, whereby a donation could be made to a local charity, which was agreed by the Committee. AC asked Committee members to think of suggestions to put forward relating to this as it would be discussed further at the next Committee meeting.
- AJ informed the Committee that Mrs Mitchell had suggested a ballot system whereby teachers complete a form with ideas for things to be fundraised for that school wouldn't usually buy - including rationale and cost - which she would then put forward to the Committee to discuss and decide where fundraising efforts would be focused, which was agreed by the Committee.
- MP raised concerns that it isn't always clear to parents what the role of FOH is or what fundraising is for and it was agreed by the Committee that this is very important going forward and should be improved upon this year. MF suggested a banner stand for Open Days etc. would be useful. GA suggested a thermometer to show fundraising efforts, which was agreed by the Committee.
- RA raised concerns that Year 6’s don't always benefit from FOH fundraising and MP suggested that there be a contribution from FOH towards the Year 6 send off to ensure the parents and children of Year 6 aren't left out. AC suggested that this may not work as each year tends to do something different however FOH paying for leavers jumpers was suggested, which is to be discussed further at the next Committee meeting.

5. Heywood Open Day 20th October / EYFS Open Morning

- AJ asked whether anyone would be able to attend the Open Day in an FOH capacity to welcome potential new parents and give information about FOH - it was confirmed that there would be Committee members who were able to attend.

- AJ also asked if there were any members of the FOH committee available who have children within the EYFS years that would be able to attend the Open Morning on Weds 14 November - BR-H, GA and AJ confirmed they would be attending.

6. Halloween Disco

- MB raised concerns of disco being on a Thursday this year, it was agreed a Friday would be better next year if possible and the Committee agreed that it may be best to schedule it for an alternate day to Harvest Festival.

- AC discussed finding a DJ - NR to post on social media to see if there are any volunteers or suggestions.

- TO'C confirmed time to be 5:30-7pm which was agreed by Committee. TO'C will speak to school re: potential set-up time and booking form to buy tickets. TO'C will let Committee know if school are happy to ask parents to bring in pumpkins to decorate for the disco. (Note: School newsletter issued on 5th Oct directed children to bring pumpkins in on morning of Halloween disco)

- It was agreed the ticket price would be £10 per family including hot dog, cake and drinks for the kids, and that tokens for hot dogs would be given at the gate when glow stick is given. AJ mentioned that a suggestion from last year was that hot dogs would be made available to buy for parents (or children if they wanted another). AC to speak to Dan in the kitchen and will report back with costings so a price for this can be decided, and will find out whether heated trays will be required. MP suggested 'token' hot dogs be kept separate from those being bought so they don't run out.

- It was decided the bar will include coke and lemonade (£1 a can), beers - a lager and an ale (£3 each), prosecco, red wine and white wine (£3 a glass). It was agreed that candy floss would be available to buy for £1 at the stall.

- AJ is sorting flyers for book bags and poster - will send on to Committee when completed. NR and year reps will post on social media.

- MP suggested Nursery and Pre-Prep parents could set up and Prep parents could tidy away as those with younger children may not be available to help afterwards. Set up - AB, BR-H, RA, BA-A. Tidy away - AB, MB may be able to, AC, MP. Reps to ask for volunteers from year groups to help.

- TO'C informed the committee that EYFS would man the gate, school tables could be used and that the teacher's stalls had been decided - coconut shy, biscuit decorating and slime boxes. Stalls were decided as follows - Donut Dangle (Reception), Quiet Area (Yr 1), Slime Making (Yr 2), Ghost Shoot Out (Yr 3), Apple Bobbing (Yr 4), Candy Floss (Yr 5), Bar (Yr 6). Class reps to ask for volunteers for parents from year and to set up a rota including setting up and packing away.

- Concerns were raised about having numerous fancy dress contests and it was decided by the Committee that there would only be one for 'best fancy dress' - to be judged by FOH. MP & RA suggested an inter-house dance off as it was successful last year, which was agreed.

- BA-A will check the accounts from last year's disco with HC and will report back findings.
- AJ & AC to check Halloween stock before Halloween meeting which will be held at 8:30am on Friday 12th October at The Methuen. AJ to book room.

7. Christmas

- TO'C confirmed that the date for the Christmas Grotto / Chuffy the Train would be Thursday 13th December.
- AC suggested that the children receive chocolate rather than a present from Father Christmas as sourcing the gifts is extremely difficult and the children are just happy to see Father Christmas, which was agreed. TO'C said he could potentially source the chocolate gifts.
- AC put forward the idea of a potential Christmas party for parents, which along with all other Christmas activities will be discussed further at the next Committee meeting.
- AJ confirmed that the Grotto / Chuffy is not a fundraising event and should be for the enjoyment of the children.

8. Summer Ball

- AJ & AC suggested that there be an annual event in the summer for parents which was agreed - TO'C to feed back to Mrs Mitchell so that marquee booking can be changed for this year. MB raised concerns that it may clash with "Biddstock" but it was suggested that it could be worked around that and a summer event would be discussed further at the next meeting.

9. Date of next Meeting

- Halloween Sub-Committee: Friday 12th October, 8.30am to 10.00am, The Methuen Arms, Corsham to finalise Halloween plans.
- Committee Meeting: 9th November 2018, 9.00am to 10.30am, The Methuen Arms. Corsham

10. AOB

- T'OC asked if FOH would help form a walking train to try and alleviate parking issues, however it was decided that FOH would be unable to help
- TO'C asked if FOH would help with the flowers for the Harvest Festival - NR volunteered, and AJ suggested CB may be able to help and will ask. AB suggested a parent from Yr 1 and will email details to T'OC.

There being no further business, AC thanked all and the meeting was closed.

ENDS.

* Lucy Ellis has since replaced Spencer Gower as Year 4 Rep.