



Friends of Fernhurst Primary School

FoFS Committee Meeting **Friday 14th September 2018** **7:30pm The Red Lion, Fernhurst**

1. **Welcome.** Present: Caroline Parry (Chair), Claudia Codlin, Tanya Carr, Lana Kelsey, Ruth Burger (Secretary), Hannah Corps.
2. **Apologies:** Damon Parry (Treasurer), Robyn Patterson, Claire Cole, Aggie Krzanick, Emma Cotton, Emma Harrison, Vanessa Semmens, Julianna Heale and Fiona Atkinson.
3. **Minutes of last meeting**
 - Ferns to be posted on notice boards - **Action: Caroline to speak to Robyn about this.**
 - Year 6 leaver's gifts - These were very successful. **Action: Pictures of the year books & hoodies to go on the website, stating money raised by FoFS.**
 - Card reader for bank account - **Action: Lana to investigate this further.**
 - Monthly donations to FoFS - Caroline discussed this possibility with Mrs Richardson.
 - Company Just Giving Schemes – **Action: Damon to feedback on findings.**
4. **Committee changes** - None.
5. **Treasurers Report – Last term fundraising**
 - Sports day made £62 profit.
 - 2 x freeze pop Fridays made £125 profit
 - Key stage 2 production made £171 profit.
 - Summer BBQ made £1844 profit in total. £544 was the total made by the raffle.
 - There is currently £3,680 in the bank and £200 in the petty cash. Revels – donated £300 to FoFS over the summer. Damon sent an email of thanks.
 - **Action: Caroline to send bank forms this weekend, to update the account with new committee members.**
6. **Feedback from events last term**
 - Sports Day - Thank you to Claudia and Jess Shanks for leading this event and volunteers. It was agreed that more volunteers were needed on the day, ideally 3 - 4 to set up and then 2 people manning the stall with 1 or 2 'runners' to re fill jugs and wash up etc.
 - Summer BBQ - Well done to Claudia for coordinating this event and thank you to all volunteers. Parents were pleased that there were lots of stalls to keep children busy. It was agreed that the raffle next year we could try giving out set prizes rather than giving winners the choice, to speed up the process. There was a period of approximately half an hour when stalls were not open but parents had begun to arrive. It was suggested that we could open stalls earlier except for the Bar, or look into extending the TENs license so that the bar can open earlier too. A big thank you to Linzi and Gary Shipway for their help in providing the BBQ and manning the stall. **Action: Caroline to complete and send raffle paperwork to Chichester District Council.**
 - Thank you to Claire Conley-Harper for offering to write thank you letters to raffle prize donators. **Action: Claire and committee members to help give these out.**
 - Key Stage 2 production - This was a great success. Thank you to all helpers in particular the Patterson's for their non-alcoholic cocktails.
 - Freeze pop Fridays - This received positive feedback. It was suggested that we could offer watermelon in addition to freeze pops next summer.



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7. **Dates for fundraising and meetings 2018/19** - see attached page.
8. **Class Reps 2018/19** - There are currently two gaps that need filling, year 2 and squirrels class. **Action: Caroline to talk to Robyn about designing a small flyer for squirrels and class 2 parents.**
9. **Autumn Fundraising**
 - 100 club - Tanya has agreed to lead this fundraiser, taken over from Helena Polsen. This raised nearly £500 last year (excluding prizes). **Action: Tanya to edit templates and send through to Robyn.**
 - Cakes - Hannah Corps to lead this. **Action: Caroline to handover, Lana offered to help make and laminate posters for this.**
 - Calendars - Caroline to lead this new fundraiser. Chris and Jennie Orange have shown an interest in taking photos. Lana suggested we could include key dates for FoFS on to the calendar which was agreed as a great idea. It was also suggested that the calendar in the future could be an academic year so that all FoFS dates as well as term dates, inset days etc, can be included for parents.
 - Clothes Aid - Claudia to take the lead on this. **Action: Caroline to forward information to Claudia.**
 - Christmas cards - Ruth to take the lead on this. It was agreed better communication with the teachers would be beneficial, provide inspiration for the designs. **Action: Ruth to write a letter to teachers explaining what's required etc. and provide some ideas to hand over with the templates.** The best design to be the label for Xmas puddings. It was agreed that we will use the same company as last year as the profit was slightly higher than the other companies compared. Last year the Christmas card fundraiser raised just over £200 and this year we would like to aim to see an increase.
 - Flyer and or email from FoFs for all Christmas fundraising events - for parents. **Action: Caroline to speak to Robyn about this ASAP.**
 - Christmas Puddings - Try and target local businesses for orders. **Action: Claudia to ask committee for a volunteer to lead this.**
 - Christmas party - Do be discussed at next meeting.
 - Film night - Caroline Parry to lead this. To follow the same format as last time, selling tea/coffee/sweets/popcorn/ice cream/hot dogs. **Action: Caroline to draw up a rota for this event.**
 - Halloween disco - Agreed the date of Friday 2nd November. Disco with children entertainer. No decorations needed. Price to include entertainment, hot dog and squash in the price of a ticket. Suggested time of 4.30- 6pm. It was agreed that enough school staff would need to be on board to help man this event. **Action: Caroline to liaise with School. Action: Lana to look into DJ's and entertainers.**
 - Easyfundraising - Caroline Parry has approached someone to take on the lead for this. Continue to promote this to parents, include on the Christmas events flyer. Raised £825 since started in 2015.
 - Clothing labels - Caroline Parry to lead this. We have not yet heard back the amount this has raised.
 - Wish List - It has been suggested that a wish list is created to show parents what the fundraising money will go towards. Also parents could choose what they would like to donate towards. Lana offered to look into this further. It was agreed that we should have a section on the website detailing 'Ways to support FoFS'. **Action: Caroline to speak to Robyn about this.**

10. Community and site

Mrs Richardson passes on her thanks to FoFS for all the events that have been held over the past school year. Mrs Richardson discussed her future plans for the School with Caroline at their last meeting, to include resurfacing the outdoor area around the Keystage 1 doorway with a new all-weather surface and creating an outdoor classroom with an awning. This



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will also be a benefit to parents when waiting to collect children by providing shelter shade from the weather.

Velo South – Following the decision that FoFS were not participating in the Velo South, a draft letter to parents was tabled and it was agreed that it would be sent out next week.

Action: Lana to liaise with School.

11. A.O.B

- In 2019 it will be the schools 50th year anniversary in its current location. It was discussed that the new outdoor improvements could co-inside with the 50th anniversary to really 'kick off' the celebrations.
- FoFS now has an email address so that the committee can be contacted directly. fofs@fernhurst.w-sussex.school.uk
- FoFS have been asked to serve teas and coffees and to bake some cakes for open afternoon for prospective new parents. This will be held on the 12th October, 3.30 - 5.30pm. Caroline, Claudia, Hannah and Lana all offered to help with this.
- A possible 'welcome present' for new parents was discussed as a future fundraiser, as this is something a local school has done. A small bag with some key information, a tissue and a tea bag to go and make a cup of tea after dropping your child at school on their first day.
- It was briefly discussed that another future fundraiser could have a sports theme following positive feedback from the Triathlon in 2017. An organised bike ride or walk on Blackdown were a couple of suggestions.
- **Action: Claudia to send a message to committee to sign up for help on any of the upcoming fundraisers, especially ones that do not yet have someone to lead.**

12. **Date of next meeting** - Friday 12th October 9am, Oscars.



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Key FoFS Dates for 2018/19

September

14th - FoFS meeting (Pub)

October

8th - Yr 6 Cake Sale - Halloween theme

13th - Film night (Village Hall)

12th - FoFS meeting (School) 9am

November

2nd - Halloween Disco (School)

5th - Yr 5 Cakes Sale - Bonfire Night theme

23rd - FoFS meeting (Pub)

December

3rd - Yr 4 Cakes Sale - Christmas theme

7th - Mufty Day for xmas party tombola

14th - Xmas Party

January

25th - FoFS meeting (School) 9am

February

11th - Yr 3 Cakes Sale - Valentine theme

March

1st - FoFS meeting (Pub)

18th - Yr 2 Cakes Sale - Spring theme

April

5th - Mufty day for money donation

26th - FoFS AGM meeting (School) 9am

29th - Yr 1 Cake Sale - Easter theme

May

19th - Revels

June

14th - FoFS Meeting (Pub)

24th - Squirrels Cake Sale - Summer theme

July

12th - Summer BBQ

19th - Mufty day for money donation