

# MINUTES

## FOWP Committee Meeting

March 13<sup>th</sup> 2017

**Present:** Fleur Carey, Howard Collins, Trudy Cox, Colin Granlund, Becky Girvan, Caroline Jones, Karen Jones

**Apologies:** Liz Arbon-Stuckle, Steve Bryan, Nicky Lawrence, Nicky Mordecai, Jonathan Morris, Catherine Snashall

**1. Minutes of the last meeting:** Agreed

**2. Matters arising:** None

**3. School matters:**

**a) Music department funding.** Ongoing, no news as yet.

**b) LRC.** The initial £2000 from FOWP has, with a small amount of money from the school, purchased 5 computers for the LRC, which are already in place.

FOWP has pledged a further £2500 to enable the LRC to purchase a further 5 computers.

**c) Radio microphones.** The £600 raised during the Our House performances will buy 2 radio microphones. By utilising a parent contact, this could potentially provide 4 radio mics for future productions.

**d) Sound and light mezzanine for shows.** This is a potential future fund-raising project.

**4. New members campaign, FOWP leaflet.** The working draft of the FOWP leaflet was shown and discussed. It was decided that the leaflet should be reworked to reduce the amount of text, Trudy to design a FOWP logo and Colin and Howard to provide some pictures of students using the new computers in the LRC, playing games on the 3G pitch etc. The redesign should be A4 size, with a portion for parents to cut off and return with their name and email address. Becky to contact Anne Stoneley, who is putting together the information packs for new parents, to see if the FOWP leaflet can be added to these packs, and to check when the deadline for pack inclusion is.

**5. Fundraising events:**

**a) School Production, Our House, Thursday, 16<sup>th</sup> and Friday, 17<sup>th</sup> February**

The buckets raised £350 and the bar £360

**b) Quiz night, Friday, March 3<sup>rd</sup>**

Raised £1800. The bar has about £350 worth of stock currently.

**c) Dance Show, Tuesday 4<sup>th</sup> and Wednesday 5<sup>th</sup> April, 7 pm start.**

Howard to check the format of the evening, whether there is an interval, and to check ticket sales to see if it's worthwhile running refreshments. Perhaps just tea, coffee, cold drinks, chocolates and crisps. If needed, Caroline and Trudy can run the refreshments on the 4<sup>th</sup> and Karen and Becky on the 5<sup>th</sup>.

**6. Treasurer's report:** We currently have £5000 in the bank; with the additional money going to the LRC, this takes our balance to £2500.

Becky (Rebecca Mant) to be a signatory on the bank accounts, and Frances Bilbruck, Isobel McFarlane and Sarah Arnold to be removed.

Karen to simplify/close redundant FOWP bank accounts.

Karen has looked into whether gift aid might be worthwhile for FOWP, and concluded that it is not really practical, bearing in mind the small amount of direct donation money we receive.

Karen has completed the charity commission returns, which Trudy approved, and Karen will now submit.

**7. AOB:** Fleur mentioned Easy Fundraising, whereby people can sign up to click through a small amount of money each time they make an online purchase. Fleur will look into this and report back on feasibility.

Trudy to collate a set of templates for each event that we run, that can be held by the secretary, as an ongoing record of each event, and to aid future stock purchases.

**8. Next Meeting:** Monday, 8<sup>th</sup> May, 7.30.

Agenda items for next meeting:	Sports day
	Summer concert
	Christmas fair