

MINUTES

FOWP Committee Meeting

June 12th 2017

Present: Becky Girvan, Colin Granlund, Caroline Jones, Karen Jones, Jacqui Kane, Nicky Mordecai

Apologies: Fleur Carey, Howard Collins, Trudy Cox, Nicky Lawrence, Heather Martin, Jonathan Morris, Debbie Schlup, Catherine Snashall

1. Minutes of the last meeting: Agreed

2. Matters arising: None

3. School matters:

a) **Music department funding.** Ongoing.

b) **New Headteacher.** Mr Dominic Kendrick has been appointed.

c) **GCSE exams are going well.**

4. New members campaign.

The new Year 7 parents' information evening is on 26th June from 6.30pm. In previous years, someone from FOWP has made a 5 minute pitch, encouraging parents to sign up and get involved. Becky to contact Sarah George to ask if she might be free, and to email the parents that have already expressed an interest in FOWP to ask them to come and meet us. FOWP committee members able to attend and talk to new parents – Becky, and maybe Nicky, Jacqui and Karen: tbc.

5. Fundraising events:

b) **Easyfundraising.** Becky to circulate the information that Fleur found, with a view to starting this in September.

c) **Brighton and Hove Albion kit.** Online auction was a success with all items selling.

d) **Pop-up Book Swap.** Thursday June 22nd, 1 – 3 pm, at 62 Oathall Road, Haywards Heath. Becky hosting this event.

e) **Sports Day.** Friday July 14th (reserve day, July 13th). Trudy to order ice-creams, and liaise with Neil. Will need to transfer drinks for evening concerts to fridges once we have access. Set up for ice cream selling from 12.30. We have a number of volunteers to sell ice-creams (Maria Gostling, Fleur Carey (possibly), Beccy Cowlard [1.30-2.50], Trudy?, Becky, Liz Arbon-Stuckle, Nicky M, Jacqui [from 1.30]).

f) **Summer Concert.**

➤ Informal concert Friday July 14th 5.30-6.30, possibly outside. Liase with Trudy to organise enough ice-cream to cover this event as well as Sports Day, will also need a small quantity of standard flavour crisps, Nicky has volunteered to make cakes. Helpers: Becky and Nicky M.

➤ Summer concert Friday July 14th 7.00pm. Caroline to start pre-concert drink orders with Rachel Southwell. Karen, Fleur (possibly) and Becky (after informal concert and in interval) will help. Becky to liaise with Trudy for latest stock lists. Howard has organised the drinks license.

g) Year7 and 8 meet the New Headmaster evening. Colin to liaise with new headmaster for a date for this event, for late September. FOWP committee to organise, serving wine with a few snacks. Nicky M will coordinate the snacks, FOWP will provide the wine, either from the committee or from stock.

h) Christmas Fair. Saturday, 25th November, date confirmed. Miss Mills happy to provide music for the Christmas Fair, will discuss details nearer the time.

We still need a volunteer (or 2 people) to run the Fair and take overall control of it.

- Trudy is going to sort out the raffle.
- Fleur will do the tickets for the raffle.
- Fleur and Trudy to email last year's stall holders to see how many are interested in having a stall at this year's event.
- There are possibly 1-2 Young Enterprise groups at the school who may need a stall.
- Stall price for this year is £20 for a confirmed, paid booking by October 1st, and afterwards stalls are £25.
- Nicky M is confirmed as running the café (thank you Nicky)

6. Treasurer's report:

- a)** Bank accounts: Karen in process of organising/closing excess accounts
- b)** Cheque for £2000 given to school for LRC computers
- c)** £2000 is currently ring-fenced in account - pledged for music room seed funding
- d)** Balance in account is currently £6000.

7. AOB:

- a)** Trudy to collate a set of templates for each event that we run, that can be held by the secretary, as on ongoing record of each event, and to aid future stock purchases.
- b)** Chailey PTA meet up, scheduled for June 15th to look at sharing sources and event resources. Becky to attend with Rachel Southwell. Becky to discuss the possibility of a 'hardship fund' with other schools, taking advice on how it is run, monies involved and safe guards in place
- c)** Becky to look into FOWP aprons to brand ourselves at events. Looking to purchase about 6, in Warden Park blue, with gold lettering, "Friends of Warden Park, parent fund-raisers", printed on the front.
- d)** Nicky has 2 light blue table-cloths that she will donate as the current cloths are getting very stained.
- e)** Becky to contact Rob and Anne Stoneley about putting a short paragraph in the prize-giving leaflets, thanking parents for their support over the year, and telling parents what the monies raised have been spent on.

8. Next Meeting: Monday 17th July, 7.30 in the Wheatsheaf for a year end social drink.

Agenda items for next meeting:	Christmas fair
	Easy fundraising
	Spring bulb fundraiser