



West Ashton Primary School
Friends Of West Ashton School
Reg Charity - 1137442

FOWAS Committee Meeting
Thursday 18th October 2018 - 7:30pm
The Kings Arms, Trowbridge
MINUTES

Present

Jon Williams (Chair) JW
 Hannah Bowman (Secretary) HB
 Jenny Pritchard (Treasurer) JP
 Jeremy Bowman JB
 Cara King CK
 Jemma Molloy JM
 Nadia Harris NH
 Stu Harris SH

Apologies

Cara Williams CW
 Sarah Ponsford SP
 Donna Turnball (Vice Chair) DT

Item		
1	Welcome and apologies JW welcomed everyone. Apologies received from those detailed above.	
2	Minutes of last meeting (19th June 2018) The minutes of the last meeting were approved. Matters arising - None	
3	Chair's update JW said he would like to improve the image of FOWAS and make it as positive as possible in order to get more people involved. We could try things we haven't done before.	
4	Secretary's update No update as yet.	
5	Treasurer's update JW will organise a handover with JP. JW has downloaded the form from the bank for us to change signatories. JP and HB will be added. We've not spent any money since the last meeting. We have received a refund from the film licence.	JW,JP,HB
6	School update As SP has sent her apologies, we did not have a school update. However, the Young Voices trip is next year, so we may be asked to contribute towards the coach expense.	
7	Family Fun Evening review Some people felt the fun evening was lacking in stalls and there was a lack of volunteers. HB and JB said that as new parents to the school they thought the event was great and everyone was very	All

	welcoming. JP and JM would like to have more games in place next year. It was felt we could use the space better and possibly ask Active Trowbridge to provide some games for the children. We made £250 on the raffle. It was suggested that we could get the raffle tickets printed and that more notice is needed so more can be sold. We need a more efficient BBQ set up, perhaps we could pre-sell food.	
8	GDPR We need to put in place a FOWAS GDPR policy. We are covered under the school for communications which we send out via Parentmail, but we need to have a policy which covers how we deal with information we will hold for events. HB showed the committee the data retention schedule template which Ruth passed on. JP will forward HB the policy she uses for her business and CK will let HB borrow the information the Council provided when she attended the GDPR course. HB will draft a policy for the committee to work on. We need to remove all the old photos on Facebook as we do not have the consent from the individuals to show their photos. We also should not allow people to upload photos of others onto our Facebook group without the consent of the individual concerned. We need to send out one consent form which will cover a child for their time at the school. JW will speak to the chair of the Keevil PTA to see how they have dealt with this. HB is to shred the old constitutions we hold on file.	JP, CK, HB, JW
9	Facebook group Every post has to be approved before it goes live. JW does this. The current rule is that you can only join the group if you have a child who attends the school or has attended the school. We are all happy to keep that rule.	JW
10	Future fundraising including school lottery DT emailed an update. Only a small amount of people are signed up and we receive about £500. We need to push for more people to sign up. HB to ask Claire to promote the lottery in the newsletter. We could also have a sign up stand at the next event and put flyers in the childrens' bookbags. HB to ask DT for flyers. We also need to re-share the Facebook post on the FOWAS page. Future events - FOWAS Xmas Festival on 7 th December from 5pm until 7pm. Ticket price will be £2 per child which will include a hot chocolate and popcorn. CK to see if she can borrow a popcorn machine. JP is happy to organise. We will ask that children be supervised by their parents. We will have a chillout room with a film playing and crafts. There will be a disco, a tuck shop and children's entertainment. There will be mulled wine, mince pies and bingo for the adults that stay. HB to check the date with the school and see whether Mrs Huxham can read a Xmas story to the children before Santa hands out presents at the end. JB to create a playlist for the disco. We need lights for the driveway and fairy lights for the back. HB to find out from Claire how to get new committee members DBS checked. JM and JP to find out about fire breathing elf entertainment. JW will ask DT about Xmas card deadline.	HB, JP, CK, JB, JM, JW
11	School events for 2018/19 Scarecrow trail -16 th May - it was suggested that we send a leaflet out to the villagers to encourage more involvement and that we could sell clue sheets in advance and the event could last a week.	All

	<p>We could also have a competition for the best scarecrow. The theme will be “Scarecrows from the movies”</p> <p>Easter Egg Hunt - 23rd/24th March</p> <p>Chocolate Bingo - February time.</p> <p>Pamper Evening - later in the year. JP’s students may be able to provide treatments at the event. JW will ask CW the treatments which were provided at the last pamper evening.</p> <p>James Bond Themed Black Tie Night with a hog roast supper - Summer time. JP would like to organise this event. We would need to start advertising this in February.</p> <p>Quiz Night at the school - 1st February - JB and HB offered to organise this. We could have either a fish and chips supper or pizza. We could also have a bar.</p>	
12	<p>AOB</p> <p>None.</p>	
13	<p>Date of next meeting</p> <p>15th November 2018 at 7:30pm in The Lamb, Trowbridge.</p>	
14	<p>Close of meeting</p> <p>The meeting closed at 10:00pm</p>	