



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

**FOWAS Committee Meeting**  
**Thursday 10<sup>th</sup> January 2019 - 7:30pm**  
**The Lamb Inn, Trowbridge**  
**MINUTES**

**Present**

Jon Williams (Chair) JW  
 Hannah Bowman (Secretary) HB  
 Jenny Pritchard (Treasurer) JP  
 Jeremy Bowman JB  
 Sarah Ponsford SP  
 Cara King CK  
 Jemma Molloy JM

**Apologies**

Donna Turnball (Vice Chair) DT  
 Cara Williams CW  
 Nadia Harris NH

Item		
1	<p><b>Welcome and apologies</b>            JW welcomed everyone. Apologies received from those detailed above.</p>	
2	<p><b>Minutes of last meeting (15<sup>th</sup> November 2018)</b>            The minutes of the last meeting were approved by JW.  <b>Matters arising</b> - The 5p Friday tubs are now underway. JW has chased the welly racks. These should arrive by 18<sup>th</sup> January. JW is to ask Claire Brown when she needs the FOWAS donation for the Voyagers' residential trip.</p>	JW
3	<p><b>Chair's update</b>            JW is conscious that he can't be around at school a lot. However, he feels that the messenger group is working well at keeping us all in touch. The committee agreed that we are happy with the current situation. JW will arrange for the bank mandate to be signed. The current signatories are Ruth, Donna, Mari and JW. We are now able to receive money for events via ParentMail. We broke even with the Xmas party. JW will email across the figures to HB.</p>	JW
4	<p><b>Review of Xmas Party</b>            The event was a great success. The tuck shop was particularly successful, as was the hula hoop show and the different rooms (chill out room and craft room). Although the disco was not used as much as we'd thought. It was felt that some form of lighting is needed for the driveway. JB has raised this at the Governor's meeting. JM will have a look at lantern options. We need more balloons for next time. It was also noted that it would have been helpful to have more committee members know which parents were responsible for which children. But hopefully by next year, this will no longer be an issue. We need to arrange a date to sort out the school cupboard where the FOWAS things are stored and we need some new plastic boxes.</p>	JM

5	<p><b>Committee roles</b>          JB asked whether it would be useful if each committee member was assigned a role e.g. publicity role, social media role etc, in order to try and remove duplicity. It was decided that we would assign roles per event. This way the workload would be shared fairly. It was also felt that we needed to make the committee known to parents and to advertise who is in charge of each event, so parents know who to contact. All committee members will email HB their photos by Thursday 17<sup>th</sup> January and these will be sent out in the Newsletter and laminated for the noticeboard. HB will update Facebook for upcoming events and it was decided that we will not post photos of events at this stage, due to GDPR.</p>	All/HB
6	<p><b>School update</b>          SP thanked the committee for all their hard work. There are no more requests from school at the moment.</p>	
7	<p><b>GDPR</b>          The committee looked through the documents HB had drafted. It was decided that any stored electronic data would be kept on an encrypted USB stick and that the committee would need to purchase a lockable file which would be stored at school for the physical data we would need to keep. HB to check with Claire Brown/Mrs Huxham where we could keep this. It was decided that we should have a general FOWAS email address that the officers could check and which could be referred to in the GDPR policy. The committee decided to leave the photography release consent form at this stage. HB to ask Mrs Huxham whether we could be given a noticeboard at school where we could put up photos from recent events or whether we could put photos on an easel and bring this out at each event. HB to also ask Mrs Huxham whether we are covered by sending photos out via ParentMail under the school's policy. JW will look into who approves the photo posts which are uploaded onto the FOWAS Facebook page. Facebook holds the rights to any photos which are uploaded, so we are not keen to post photos.</p>	HB/JW
8	<p><b>Future fundraising including school lottery</b>          HB passed onto the committee DT's lottery update; 18 tickets have been sold over 12 families and 2 members of staff. Also DT has forwarded the gaming commissions forms to Wiltshire Council. It was decided that the school lottery needs another push. HB is to include this in the FOWAS newsletter and send this out in bookbags.          The sponsored balance raised a huge amount of money but we have decided to run this event every other year.</p>	HB
9	<p><b>School events</b>          Quiz Night - 1<sup>st</sup> February. This will be held at The Red Admiral at 8pm. Teams can be up to 6 people and the cost will be £2.50 per team member. Prizes will be cash or bottle of something. HB and JB to draft poster and ask Claire to send out via ParentMail and put a poster up in Reception.          Scarecrow Trail - it was decided we will not hold this event this year.          Easter Egg Hunt/Bingo - 4<sup>th</sup> April - we will need to start planning this at the next meeting.          Black Tie Night - This will need to be held in June. Walwayne School will no longer be joining us in this event. CK will ask if Hilperton Village Hall is free and for the prices. JP will do some research on this event.          Family Fun Evening - 19<sup>th</sup> July - JP has asked the Tae Kwon Do teacher to provide an after school club one day a week for the 6 weeks running up to the event to teach the children a routine which can be</p>	<p>JM</p> <p>CK/JP</p> <p>JP</p>

	performed at the event. This will cost £10 and the children will earn their purple strip. Ruth Heywood has agreed to rehearse a choir for a performance at the event. JM will contact Megan to see if she could teach the children a dance to perform too. The hope is that more relatives will come along to see the children perform. There will also be games. JW can get some stocks. We need more stalls/things to do. We will discuss this in more detail at the next meeting. Sponsored Welly Walk - to be discussed at a later date.	JM
<b>10</b>	<b>AOB</b> None	
<b>11</b>	<b>Date of next meeting</b> 28 <sup>th</sup> February 2019 at 7:30pm in The Lamb Inn. JM to book.	JM
<b>12</b>	<b>Close of meeting</b> The meeting closed at 9:10pm	