

**Minutes of FOR Meeting:
2nd March 2015 @ 19:45hrs
Venue: Former Caretakers House**

Present:

Stacey Collier (SC)	Sue McCourt (SM)	Jo Taylor (JT)
Perle George (PG)	Victoria McDonnell (VM)	Vikki Turner (VT)
Gemma Himsworth (GH)	Nichola Mills (NM)	Maxine Williams (MW)

1) Attendees and Apologies for absence

Apologies were received from Mrs Birleanu, Sarah Booth, Jo Goddard, Elizabeth McMillan, Annabel O'Docherty and Maxine Williams.

2) Bake-off review - PG

PG advised that there had been an excellent response to the bake-off in response to participation, a good turn-out for the bake sale and help on the day however she had also heard suggestions for improvement. The group discussed possible future improvements including: promote the cake sale aspect through the children at assembly and by standalone flyer sent the day before; have two organisers partnered to oversee the judging and judging criteria; limit the number of cakes entered; lengthen the time available for judging and involve parents and other parties with more time available for judging; enable cake makers to buy a piece of their cake before it is sold; provide water during the judging; explore alternative sources for prizes with other FOR members and change the sale location so more cake be accessed and sold during the sale time.

It was generally noted that there was a wealth of baking talent at the school and enthusiasm for cake-making and holding a more regular cake sale in addition to a bake-off (currently only run every two years) may be another good way of raising funds for the school.

Action: All to think about possible formats (e.g. rotation of years) and timings of how and when to hold a bake sale.

3) Christmas Bazaar – stall holder review - SM

SM advised that she had contacted the stall holders and had received seven replies. Generally, stall holders were positive about the event. Most comment had been around the timings of the event and that it was probably sufficient for the stall holders to participate for two hours only. The stall fee of £15 seemed to the appropriate pricing structure. Also, stall holders would have liked to be able to park in the junior playground for the set-up and pack down.

4) Summer Fair (date & name) – VM

VM led a discussion around the most appropriate name for the event and the best timings for the event. It was agreed that the event would be called the 'Summer Fun Day' and would be held between 2 – 5 pm on Saturday, 20 June. VM was in the process of setting up a sub-committee to separately plan for this event and so far there had been a good response with nine individuals having expressed an interest in helping plan the day. The first sub-committee meeting will be held next Wednesday, 10 March at 7.30 pm at the Former Caretaker's house.

One idea put forward was to invite a local Bromley skateboard shop to participate at the event and perform a skateboard demonstration.

Action: **GH** to contact local skateboard shop.

5) Treat Fridays - JT

JT confirmed that all was on track for running ice-cream and ice lollies on Fridays at the end of school. This would start after Easter break on 17 April and there were no concerns about sourcing the items.

Action: **JT** to post request for volunteers on the Facebook page.

The Easter Assembly was discussed and the FOR committee agreed again that it would provide a treat for each child.

Action: **SC** to liaise with Mrs Birleanu about allergies, timings and supply of these treats at the assembly. She will also explore whether the supplier can deliver directly to the school.

6) Quiz update – SM/VM

The doors will open at 7.15 pm on Friday, 6 March for the quiz night. There has been an excellent take-up for the event: 12 teams for a total of 91 people. Four helpers will assist in the set-up for the evening including putting out eight chairs around each table and supplying pens.

Action: **SM** to confirm with caretaker James that the tables are wheeled into the hall.

Action: **VM** to confirm the intermission game plan (heads and tails) with MW.

7) Easter Disco

Easter disco planning has commenced and flyers will be circulated imminently.

Action: **VM** to assess stock in FOR cupboard; source prizes for raffle and for best costume/dancer; liaise with DJ on structure of disco and liaise with Mrs Birleanu in relation to school involvement at the event and safety issues around exits and outside hockey activity.

8) Help with gardening

The committee discussed a request that had been made for the FOR to help out with the maintenance of the garden behind the studio. The committee agreed that this was more appropriate for the Parent Forum or for the new head teacher to address.

9) Second Hand toys - PG

PG circulated a draft flyer that she had prepared inviting parents to donate good quality, small, used toys for the Summer Fun Day treasure hunt. The flyer would be sent out in the next couple of weeks to invite people to drop off their items in a drop-off box at the Treat Fridays' location from 17 April.

Action: **PG** to finalise flyer to send by Parent Mail.

10) AOB:

Ticket Sales

Two volunteers had offered their assistance around the co-ordination of ticket sales for pantomimes and potentially other events and VM was discussing with them on how to best take forward.

Uniform sale

Action: SM to confirm the date, 10 March, for the uniform sale and the timings.

Table tennis

SM had done some research on outdoor table tennis providers and had found a reasonable, good quality option.

Action: SM to present information at the next FOR meeting for further discussion.

FOR Chair

The committee held a vote and agreed that Victoria McDonnell would be Chair.

Action: All to discuss and agree the formal committee structure at the next FOR meeting.

Zoo Day

SM had done some research on the FOR sponsoring a zoo/animal day (30 to 40 minutes) with each year on the day.

Action: SM to present information at the next FOR meeting for further discussion.

FOR Insurance

There was a query around the insurance of the FOR and whether its coverage was specific to events being held on school premises.

Action: SC to call the PTA insurers to find out what the insurance covered.

Date of next meeting: Wednesday 15th April 2015 @ 19:45hrs