

Committee Meeting FOTCSED

Monday 11th September 2017

In attendance: Lizzie Peters (Chair), Audrey Ball, Adele Clarke, Natasha Soares, Beth Follini, Lisa Godfrey, Louise Lear (note taker) Charlotte Naik, Bella Wimalasena, Sophie Huda, Celia Johnson (Parent Governor)

Apologies: Rachel Holmes, Tim Muffett, Maria Oakley, Alex Adie, Kaimen Stone, Cathryn Ollerton

2. Minutes of Previous meeting

Most action points covered as agenda items for this meeting.

3. Review of Events

Summer Performance

Very positive feedback from parents/carers about the event and Ms. Withers passed on a big thank you to the committee for creating a great community/festival feeling. We made a profit of £554.79. This includes £26 made on the Uniform Exchange.

Key learnings for next time:

- more veggie options (not just hot dogs)
- need an alternative to Mr. Crossman calling the raffle. Charlotte was suggested (and accepted)
- Jolly Jam Jars was a big success and we should do again

September Picnic

Estimate that around 150 people attended from Y7 and Y8 and there was lots of connecting across year groups.

Some very enthusiastic Y7 parents on the PTA at their local primaries who may be interested in joining FOCSED.

Southwark to Sea Walk

Lots of really positive feedback. About 50 set off (some had to drop out en route) mainly from Y8. We agreed that the time of year was perfect to do the walk and that the resource prepared by Mr. Fogerty was fantastic and should be emailed out beforehand in future.

We discussed the possibility of having a separate walk for Y7 next year (i.e. each year group walks separately). We need a Y7 parent to take this on **Action: Lizzie**

We also discussed the idea of getting a sponsor for future walks. The Environmental Agency and Thames Barrier were suggested, or estate agents/local businesses. **Action: Lizzie/Audrey/Natasha**

4. Events coming up and ideas: (Sep-Dec)

We discussed a number of ideas and decided to pursue the following:

Quiz for Parents, Carers and Friends

Need to agree a date with TCSND (our venue) – we suggested 13 Oct, 19 Oct, 9 Nov, 10 Nov or 17 Nov. **Action: Lisa**

No-one volunteered to take this on so we agreed that Louise would draw up a list of all the key jobs involved and we would share it out. **Action: Louise**

Need to ask Mr. Fogerty if he would be our quizmaster again (when we have a date) **Action: Louise**

Bake Sale

Audrey made this suggestion and is going to investigate further

Action: Audrey

Xmas Event

It was agreed that a Xmas Event on the school premises (ideally in the playground?) with carols, mince pies, mulled wine, school choir, children playing instruments etc. would be appropriate near the end of term. Date and details to be discussed at the next committee meeting

Action: all

5. Ongoing Initiatives Update

Books & Donation Scheme

Charlotte delivered 100 good quality second hand books to the school library – of which only two were rejected!

Charlotte and Louise have been liaising with Emily Seed (School Librarian) and Alastair (Rye Books) over the Book Donation scheme. Emily is drawing up a wish list of books and Charlotte has drafted a letter for parents and friends. As soon as the list is agreed we'll be good to go ahead. Letter needs to go in the newsletter and a hard copy in book bags. Charlotte to send letter to Audrey and Lizzie to publicise.

Action: Charlotte then Audrey/Lizzie

Charlotte has made a contact at Penguin Random House who has offered to donate a lot of teen/YA books to the school.

Action: Charlotte

New parent, Rob Eastaway, is an author of bestselling books on everyday maths and Director of Maths Inspiration (a national programme of interactive maths lecture shows for teenagers). We should approach him!

Action: Louise

Celia knows Ros at Review bookshop on Bellenden Road and will make a connection.

Action: Celia

Uniform Exchange

Positive feedback from parents at the Summer Performance about the Uniform Exchange. Adele has offered to store donated clothes. We discussed the positive messages we can communicate about recycling clothes (e.g. good for the environment as microfibers are so bad). Agreed a piece should go in the newsletter about this

Action: Adele/Lisa

Easy Fundraising

Charlotte reported that 16 are signed up so we need to do more work to encourage people to sign up at events. We discussed how we communicate how it works (there seems to be some confusion over this) and Audrey mentioned a leaflet we had at the Summer Performance which she will email to Lizzie

Action: Audrey

6. Update on Financials

Bella reported that all expenses have now been paid and we have a balance of £1,350. There is a small discrepancy of £121 that Bella cannot account for (relating to the quiz ticket sales) which she is going to investigate

Action: Bella

7. Funding Applications

We need to confirm with Librarian Emily Seed that the book funding initiative is now finished.

Action: Charlotte

Beth reported that we have had one application from Ms. Withers for musical instruments and for lessons for children who may not be able to afford one-to-one. Ms. Withers has created a shopping list of instruments she would like us to purchase for the school totalling £735. The committee voted unanimously to offer £500 now and to consider funding the balance after the quiz night.

We also agreed that we should put a call-out in the newsletter asking for contacts, older instruments that need refurbishing, donations etc. (as we did we second hand book donations). **Action: Lisa**

We also discussed the need for clarification on the School Foundation and how this might impact on how much FOCSED can ask parents and friends for donations **Action: Lizzie/Audrey**

8. Funding Group Update

The focus is now on music.

Maisie's dad is in charge of playground equipment and is liaising with Justine on this.

9. New Parents- Communication – Committee

Y7 Induction Meeting on Wednesday that Lizzie and Audrey going to speak at. **Action: Lizzie/Audrey**

We agreed that we would create a noticeboard of pictures of FOCSED events for the Open Days **Action: Bella**

We will invite new parents to the next Committee meeting and agreed that we would need a larger venue since number attending is unknown

10. School Website

School is happy for us to have a page on the website and we agreed that we would change the content, photos etc. once a term **Action: Adele**

11. AOB

The Committee thanked Lisa for doing a great job on the newsletter.

Audrey and Lizzie reported that the FOCSED Constitution has gone to the school governing body and Headteacher for sign off.

12. Date/Venue of next meeting

Week commencing 13th November 2017 (date tbc following poll) **Action: Louise**

Dog Kennel Hill Adventure Playground suggested as venue. Lizzie to liaise with Patrick **Action: Lizzie**