

Committee Meeting Minutes FOTCSED

Dog Kennel Hill Adventure Playground

Thursday 16 November 2017

Present: Audrey Ball, Lizzie Peters (Co-Chairs) Bella Wimalasena (Treasurer) Charlotte Naik, Alex Adie, Beth Follini, Lisa Godfrey, Celia Johnson (Parent Governor), Cath Ollerton, Rob Eastaway, Rachel Holmes, Ruth Taylor, Vicky

Apologies: Louise Lear Tim Moffat Sophie Huda Polly Raymond Elaine Standish

1. Welcome

Welcome by Audrey to the meeting, to newcomers in particular. Reminder to stick to the agenda and one person to speak at a time. Questions to be posed as required.

2. Update of Committee activities:

FOTCSED is a volunteer organisation and parents and carers are automatically members. In its first year a lot of ground was covered. A Friends' Committee was set up, a Constitution drawn up which will be available in due course, and a good relationship with the school established. This is a great foundation for starting out as a new school.

A range of community-led events were organised - picnic, walk to the sea, etc.

Fund-raising has picked up momentum and money has been raised.

The focus last year was on setting up the committee and allocating official roles and appointing ordinary members.

The aims of FOTCSED are to promote pupil enrichment, inclusion and well-being as part of a sustainable approach to help build the school community. This is part of our ethos as well as part of the school ethos. The committee aims to encourage parents to come together and lead events and initiatives.

The committee meets every half-term and publishes a newsletter every half-term. People's time and skills are a great resource. The first AGM is in January '18.

School/parent/survey communication

Celia Johnson (Parent Governor) reported that one of the key objectives in her role was parental engagement. One of OFSTED's requirements is for parents/carers to be more involved in Homework and the school has responded to this by such initiatives as Google Classroom. One problem is hard-to-reach parents/carers. Celia handed out post-it notes for Friends to note concerns and suggestions. She will pass these to the Governors. A suggestion box could be available at Parents' Evenings to encourage people to communicate their concerns and worries to the school. A feedback form once a year would be a good idea. Results would need to be published within a short time frame for it to be effective. The form could go out at Easter with the results published by 1st May. Communication has

to have multiple levels to maximize effectiveness. A Facebook page was suggested but obviously a named individual would have to take responsibility for it. At present most communication is done by email. The school newsletter is working well. Text messages a good idea but possibly costly.

Action: Celia J

3. Review of recent events

Book campaign Review Books - Celia made contact with Review Books in Bellenden Road and was advised to re-contact and progress conversation. To keep Charlotte updated.

Action: Celia J

Quiz and Curry Night

This was a great success, with a good turnout of over 85 parents/carers. Thank you's to everyone, particularly Louise Lear. Bella reported a revenue of £2,026, with a profit of £1066 (though some expenses still to be paid). There was a larger male turnout than at the last quiz, and the bar did very well. Ticket sales through Eventbrite and Paypal worked well. Tips for the next quiz - more fizz, and more helpers. Jobs to be allocated beforehand. A template of jobs to be drawn up by Louise, so that it's easy to allocate or volunteer for jobs.

Action: Louise L

Picnic

Lots of positive feedback, with a great turnout. A table to announce our presence may have been a good idea as several other picnics were taking place at the same time. Also a direct invite to target the new year 7's overcoming initial fears. (Parents not knowing other parents, feelings of awkwardness arriving in unfamiliar territory) Big thank you to Beth for organising.

Walk to the Sea

Another success, with roughly 60 people taking part. It was a good opportunity to meet people, explore where we live, and learn about the river. The school supported the walk by designing lessons about the river. Each new school year is to complete each leg. Next year's walk will be led by a Year 7 parent.

Action: Year 7 parent

4. Events coming up

Bake sale

Bake or donate on Friday 1st December at 3.15. Students to take the cakes in as well as money to buy them. Audrey will co-ordinate with Oseme. Polly (yr 7 parent) has volunteered to man the stall - 3.15 to 3.45 approx. Please note containers will not be returned so please send cakes in wrapped in foil or a disposable box. Krispy Kreme, who

have a concession in the Tesco opposite the school, may donate or give trays of donuts cheaply; possibly worth investigation.

Action: Audrey

Parents Evening

Tuesday 12th December, 4pm - 6pm. Lizzie and Cath to be the Friends' presence and also to sell raffle tickets. Discussion as to location of the notice board we previously used - now not sure where it is.

Action: Lizzie, Cath

Disco

Friday 15th December, 5pm - 6.30pm. This is a student-led activity for Year 8 only, as the capacity of the hall only allows for 1 year group. Tickets cost £2 and there will be a hard close at 6.30pm. Bella offered to help with refreshments. Profit from tickets will go the school; profit from refreshments will go the Friends. Some teachers will be there but parent chaperones are needed. Helpers needed to decorate the hall and set up. Students will organise promotional material - posters/tickets, etc, and clear up afterwards. A Dad is providing the disco at no charge. Need to circulate info to the wider parent group - Justine to promote disco in newsletter and ask parents for help.

Action: Bella

Christmas Review

Tuesday 19th December. Not sure yet how many kids will be involved. Friends to provide refreshments, raffle, jolly jars, uniform exchange. Lisa to man uniform exchange. Rachel to help on the night.

Action: Lisa, Rachel

5. Ongoing initiatives update

Books

Last academic year the Friends were asked for cash for new books - we gave half of the amount and provided a quantity of donated second-hand books, many sourced from charity shops. Penguin Books also donated a box of young adult fiction.

The scheme to donate books through Rye Books is underway and a number of people have already participated. There is a short book list and there is a template in the front of each book for details of the giver (optional). The scheme is seen as very positive as Rye books promote community engagement through author events as well as donating to raffles. Rob Eastaway may also be able to donate some books.

The School Librarian is only there 2 days a week, so if anybody needs to contact her, pleased could they do so through Charlotte.

Action: Charlotte/Rob E

Uniform Exchange

Made a small amount of money but a good thing to do in terms of recycling, sustainability, etc. Add newsletter piece in pre-Christmas Revue to request donations/lost property

Action: Adele C, Cathy O

Easy Fund-Raising

We need to encourage as many parents to join as possible as it is an easy way to raise cash. Need to do a feature on it in the next newsletter. Beth to promote on social media.

Action: Charlotte N, Beth F

Instruments

Instruments have been donated - 3 guitars, a sax and a trumpet. A clarinet, trombone and drum kit are needed. Ms Withers is organising students to send thank you notes to those donators. Donations messages to go out to parents.

Action: Beth F

6. Funding Group update

A fund-raising group has been set up. Last year's focus was on improvements to the playground and bids amounting to over £4000 were successful. There are 2 applications pending to the Southwark Neighbourhood Fund for instruments which can be taken home or used in after-school workshops.

7. Communication approach

Friends Newsletter

Mail Chimp cannot do attachments so please send in text or J-peg pictures for use in the newsletter. Please can the person leading an event send a paragraph to Lisa.

School Newsletter

School generally doesn't post news about sports fixtures, trips etc on the website. Beth to ask Sarah Daly to pass info on so that she can put it on Social Media.

Action: Beth F

Website

The Friends' page is not up and running yet. When it is, we should upload newsletters, the Constitution, minutes etc. Friends' material for the website has to go through the school - Audrey to speak to Oseme (new admin person at school) about it.

Action: Audrey

8. Sponsorship

A more co-ordinated approach is needed. The fund-raising group has suggested doing an audit of parents' skills in terms of links to local industry, organisations etc such as publishing houses/landscape gardeners etc, and also to big corporates and possible opportunities for fund-raising. It was suggested that we use SurveyMonkey to audit skills through the early January newsletter - Beth, Rachel and Rob to design a suitable questionnaire, to run in early January with the results to be fed back in the AGM at the end of January.

Action: Rachel H, Beth F, Rob E

9. Treasurer's Update

In response to queries Bella explained that requests for financial aid come directly from the school or individual teachers. We've recently given £170 to Bike Club, with a further £190 to come.

10. Funding Applications

At present there are no applications.

11. Future Events

Several events planned for next year as per agenda. The main focal point was the event gap between February and May. We could have a community event at the end of the Easter term - possibly a mini Easter/Spring Fayre at DKH Adventure Playground which could become an annual event. It was suggested that the Year 7 parents could offer ideas for filling this gap as a way of engaging with new parents.

Action: Lizzie P, Audrey B

12. AOB

That the social event for new year 7 pupils and children to be held on school site if possible.

13. Date of next meeting

The next meeting will be the AGM, possibly Thurs 25th January at the school. To be confirmed.

Action: Lizzie P, Audrey B