

Friends of Diggle School Committee Meeting Minutes

Thursday 11 January 2018

Attendance

Emily Drake (part), Rachael Hodson, Louise Whitehead, Jennii Chapman, Laura Derbyshire, Louise Wells, Paivi Merilainen, Thirza Dixon, Tracey Jarrett.

Apologies

Sue Rushworth, Natalie Heptonstall and Donna Ellis

1. Minutes of Last Meeting

Unfortunately due to Natalie being unwell this item will be deferred until the next meeting.

2. Update on communications with Mrs Newton (including regular items for approval) (Laura D)

Laura went through this month's communication to Mrs Newton.

It was confirmed by the committee that at this year's AGM it had been agreed to fund a wheelbarrow which will cost £46.99.

Annual spend from FODS to school:

Mrs Newton provided the regular items funded by FODS year on year listed below. The following items were agreed to be funded by the committee for this school year 2017/18. However, it was agreed that these would need to be reconsidered each year to ensure that the most effective use of the funding is being achieved.

- Coaches for Pantomime £900
- Xmas party food £1 per child
- KS1 presents from Santa - £1 per child
- £100 each class once a year
- Year 6 year books

It was also agreed that we should market these items using a FODS sticker or label where possible so that parents are aware where fund raising is going.

Action: Stickers of our logo – cost Laura to get. Laura to get designer to look at a more child friendly version of our logo for certain things.

Music Room

FODS offered to do a tidy and sort of the music room due to the high cost of the quotes for its refurbishment. Mrs Newton would like to obtain further quotes for the music room rather than do a lower cost tidy up as offered.

Action - Louise Wh is looking at a quote from a local builder to get further quotes.

Smartie Tubes

School have agreed to the smartie tube fund raiser in Easter. FODS will provide a certificate (rather than using the school stickers/certificates) for the school to give out. Agreed tubes to be given before the Easter holidays for c 190 children. Now need to find low cost smarties – possibly ask Tesco to subsidise?

Action: Jennii to write to Tesco to ask – Community Liaison about fund raising in general. Tracy to go into Tesco to look for reduced sweets / choc.

Action: Laura to ask Mrs Newton about approaching Tesco for a blue coin community fund – does she have any details on this already? Would the Music Room be one to go for and market it as a 'band' room to get local interest?

Paivi raised the Coop fund raising scheme.

Action: Louise We to look at Coop scheme.

3. Finance

£6254 in main account

£2300 in reserve that was agreed to move to main account

£1069.24 – annual spend as above agreed.

£1200 – to go to bank from Zumbathon and Christmas inc Hampers

Money in DOSH account

We have raised in the region of £2000 last term – a fantastic result! Well done everyone!

4. Update on quotes for music room / cloakroom refurbishment (Louise)

Carried forward to the next meeting,

5. Events calendar –

- a. Feedback on Hampers (Paivi)**
- b. Next event: valentines disco – 8 Feb 2017**
- c. Summer Fete**
- d. Future events**

Hampers were a huge success – same again next year! Definitely displaying them was successful as this raised more sales.

Valentines disco sub-committee will meet separately to sort this next event due on 8 February. meeting separately. Please note we need volunteers to help. Noted that it is a Thursday so may struggle with people being able to get there to assist before disco starts – learning for next time to keep to Friday when more people have a non working day.

Action – Emily to organise separate Valentines Disco Meeting to plan the event.

Summer Fete

Mrs Newton has suggested a Friday after school and evening. There was agreement that weekend would be best from a parent's point of view due to working parents organising/ parents unable to attend due to work commitments / better attendance means raising more money .

It was also stressed the importance of starting planning now.

Saturday 30th June as a prospective date.

Action: Laura to email Mrs Newton about the provisional date

Louise Wh raised the point that in the past teachers have given time and then been told they are not needed can we keep this in mind. All loved the idea of classes running a stall / game as part of an enterprise initiative – need to consider how can we do this?

Timing agreed 2-8pm – stall till 5pm then BBQ, bar and entertainment till 8pm

At February meeting the fete can be discussed and split group into committees.

Future Events

Louise raised the point that FODs usually sell tea, coffee and biscuits at **Spring Concert 12th March** – look at whether we can sell wine at this also.

Mothers Day – Feb meeting agenda – about 400 presents.

Action: Laura to ask Mrs Newton about dates for Mothers day sale – normally Mon / Wed / Fri before (5th / 7th / 9th March) £2.50 a gift.

Adult event – pizza & prosecco / pub quiz – speed quiz –

Action: Tracy speak to The Gate about £125 – Jennii & Louise – organise a date

Parent & Child quiz – on app – pay fee then get pin number – register by a certain time.

Action: Jennii to look at set up and send details to Laura – Laura to ask Mrs Newton if she agrees

March agenda discuss whether we want to do **Halloween disco** and get a date if agreed.

6. Gift Aid Update (Louise We)

Need to keep a log of all donations given throughout the year. We would need to send declaration forms out to get agreement from parents. We would need to keep data on donations. We need agreement from trustees of PTA. Need to start process of registering with HRMC to get Government Gateway registration. We would then need 2 authorised officials, 2-4 legally responsible people and agreement from the trustees. After 2 years of this we become eligible for the Small Donations Scheme

Action: Louise We happy to set this up and give Laura and info to pass to Mrs Newton.

7. FODs face book page / marketing tools (Thirza)

Can have closed or open Facebook page. We currently have an open page with a multitude of words blocked – Administrators would then see any comments with the blocked words and can delete – these would not be visible to any other member. We would require the names of all teachers to add to this list and have included all words such as I, we, and, the. Governing body are fearful of an option linked to the school that parents can be derogatory in the public domain. However with the safe guards we have in place nothing would be displayed to the public domain.

Action: Laura to speak to Mrs Newton – we think having a Facebook page is a good way of communicating to parents and widen the audience to FODS events and getting engagement from parents and wider community and we can't completely guarantee people cannot post negative comments however we can monitor this closely with the safe guards we have in place. We would have rules regarding the FODs page for any members. Any comments that are of interest to the school positively and negatively we would share with Mrs Newton.

8. FODs website

Website started – details sent to Louise anyone got an issue with their details being shared? Stick to just Chair and Treasurer with a contact.

Do we have any content ie. What FODS is etc –

Action: Thirza to pass Facebook info onto Louise. Contact email address for FODS goes to Rachel and she will pass to Louise to put on. Jennii will share the information displayed in the noticeboard with Louise to put on – upcoming events, how much we have raised, what we have contributed to

9. AOB

School was 90 years old in 2017 – make reference to this with the Summer Fete

Thank you letters for voucher donations

Action: Louise to sort. Template letterhead to be designed and printed.

Feb PTA meeting date is 8th Feb – same date as Valentines Disco – please note change meeting date to **Thursday 22nd Feb at 8pm**