
Friends of Shirehampton Primary

Minutes of meeting held on **19-6-2023**.

Closed Meeting.

Note: Friends of Shirehampton Primary will be referred to as FoSP throughout the document.

Present: Alex M (Chair), Lucy B (Secretary), Lisa A (Vice-Chair), Brad L (member), Nicky C (SPS Liaison), Yvonne D, Chloe D (Treasurer) from 9.20am.

Apologies: Chelle C (Member), Vienna D (Member)

1. AM welcomed everyone to the meeting, introductions were made.
2. Apologies were noted.
3. Minutes of the last meeting, held on **15-5-2023** were approved and signed by AM.
4. CD reported that we have £3,500 in the *FofSPS* bank account. We made a profit of £328.33 at the Disco in May, £108.66 at our Ice Pop sales and £84.62 at our 2 Parents Evening Sales.
There was some discussion relating to how the money we have fundraised this year is spent. Tiva Corcoran is looking into the shelters over the Reception Class play space, currently they leak so it needs addressing. AM has spoken to Mike Cole about the outdoor socket. CD is asking her Brother-In-Law's electrical company to fit this. There have been a few suggestions from parents and us that we complete a re-vamp of the playground, which includes, re painting the floor designs, painting/varnishing the wooden structures, cleaning, repairing and generally tidying up, including the alleyway between school and the Cemetery. Other additional things include new picnic benches and new bike racks. Could we replenish Stationary for classrooms at Easter time as there is a need at the end of the year.

Action: NC to talk to TC regarding Reception Playground needs.
Action: CD to arrange a time for Daley Electricals to fit the outdoor sockets.
Action: AM to speak to Mike Cole about the playground and what needs doing before the end of **23.6.23**.
Action: NC to check with school/caretakers that we can organise 2 volunteer days on Monday 24th and Tuesday 25th July.
Action: Once dates are confirmed with school **LB** to send messages asking for volunteers on these days.
Action: NC to look at what classroom stationary may need to be ordered for the final terms of the school year.
5. **Feedback from Father's Day Gift Event - 14-6-2023**
NC reports that she has had very positive feedback from parents, staff, and children. Comments have been made regarding the quality of gifts. A few members report having had similar positive feedback from parents. Some observations were:
We ran out of tags for the morning session as those attending the afternoon session

bought theirs later. Next time make sure we have everything together at the beginning of the day for the whole event.

Some names got missed off the spreadsheet list. In future we could use a duplicate book to give receipts to everyone that pays. This way both them and us will have a record of having paid and will be 100% sure that they are on the list. We must also ensure we communicate with all teachers and Carol to ensure no payment for *FofSPS* events are taken by them.

All other issues have been quickly resolved by members of the *FofSPS* committee.

Feedback from Disco - 25-5-2023

Again, it seemed to be a success. The inside noticeboard has now been updated with photos from the Discos. Again, things to improve:

Instead of having to identify children who have specific dietary requirements, we will aim to have all snacks in future events vegan and gluten free, this should cover almost all dietary needs including vegetarian, dairy intolerance, halal.

Consider having the snacks available as children enter the Disco as this is what they wanted to do first.

We made 50.9% profit with this event. We were all very impressed with Party Peeps and would like to leave feedback.

Action: LA to write a review for Party Peeps for LB to publish online.

6. Feedback Form

We had 22 responses to our Feedback Form; LB went through the report which will be published with these minutes. We were very pleased to see that most people enjoyed our events and felt that they were the right price. Some comments discussed in more detail:

Too many clashes with Year 6 fundraising - This was a little disappointing to read. AM, LB and CD have spoken to different year 6 parents on several occasions over the year offering support and checking for event clashes. CD noted that she had directly offered to use some of our raised funds to pay for the Year 6 Disco but was turned down.

I know the kids had expected a more traditional Egg hunt with multiple chocolate eggs to find. They were a little disappointed. – This had been discussed prior to the Easter Egg Hunt and logistically would be very difficult for us to do. We would have to ensure that every child managed to find at least one egg each. We would also have to have at least 15 minutes between classes arriving to set up, and time does not allow for this. It was also discussed with school that teachers would ideally not want children consuming their chocolate eggs during the school day which was why eggs were given out as children were leaving. We also need to consider dietary needs of some children. We could certainly consider something different for next year, but it would have to be carefully thought through.

I do think film nights should be a U certificate as parents are not there. We must consider the age of the children and what will hold their attention effectively. Both the films that we showed were published on all communications that went to parents, to allow them the opportunity for parents to decide whether they were happy with this. In future communications we send will also publish the film rating so that parents are aware, and can make their own decision.

Lots of feedback regarding improving the playground and the St Marys Walk entrance, which we hope to address.

We will publish the results of the survey with these minutes and create a Facebook post. It was suggested that we use some quotes on our noticeboard.

Action: LB to distribute Feedback to all members of *FofSPS*.

Action: LB to publish results with the minutes of the meeting.

Action: LB to create a Facebook post thanking everyone for their comments.

7. Summer Fair - 14.7.2023

AM confirmed the Police will be attending with one of their vehicles. All stalls/activities are collated in the Summer Fair Stalls List document which will accompany these minutes.

Playground will be available from 1pm. We will need access through the playground gates to allow people to set up their stalls/activities.

Ask Music with Mummy if they would like to do a 10-minute session.

NC to investigate Year 6 helpers. It was suggested that we write a letter to go to parents of year 6 children.

Soak the teacher confirmed, with Mr Halligan willing to take part.

Raffle: Need to collate prize list. Need to create posters for each donator with the prize that has been donated written. Consider selling raffle tickets before school starts in the morning to maximise opportunity. Ensure that we announce the raffle prizes in the 2 weeks leading up to the fair. We hope to have our charity status by then so we can sell tickets beforehand, but this is not guaranteed. We will offer a years' worth of *FofSPS* events for free as a prize.

BBQ has been confirmed as Ruby Jeans. LA to ask if they will do hot dogs and burgers or just burgers. They will also sell cold drinks and mocktails.

Cake Stall- do a Bake-Off competition Bake Off - Compete it then Eat it! Ask Ms Munton to judge.

Governors are managing the drinks stall for us.

We will use one of the cages for demos.

Will send texts regarding external stall holders, toy and book donations, tombola donation.

How to incorporate the Green Space? Suggest having it open for up to an hour, maybe doing another Species hunt, having the volunteers that help maintain it available. Plant Sale.

There will be a microphone available so we can announce everything that is going on.

Bouncy Castle and inflatables. AM to find out what the capacity would be so we can decide what the charge might be.

VD is creating the posters which we aim to have up around school by the end of this week.

14 tables available, plus the tables with chairs.

After School club have had an email regarding moving for the fair date.

Action: LB to complete Summer Fair Stall List with updates.

Action: LB to contact Music with Mummy regarding game and demonstration.

Action: LB to write a letter for Year 6 regarding helping with the Summer Fair.

Action: NC to create a list of Year 6 who could help us to set up from 1pm on the day.

Action: VD to create a comprehensive list of raffle prizes. **ALL** to send any raffle prizes they have to VD to create a spreadsheet.

Action: CC to create advertising posters for each company that has donated to the raffle with their company logo and their donation.

Action: LB to create posts and texts about raffle prizes in the 2 weeks leading up to the date of the fair.

Action: LB to send list of this year's events to **CD**

Action: CD to create *FofSPS* voucher for the raffle.

Action: LA to confirm with Ruby Jeans about BBQ (selling burgers and hot dogs)

Action: LB to send Bake Off announcement text and on posters

- Action: AM** to create a timetable of demonstrations for the cage.
- Action: LB** to send text regarding toy, teddy, and book donations
- Action: LB** to create a text about Tombola donations
- Action: LB** to send a text about external stallholders
- Action: AM** to investigate The Green Space and how to incorporate it into the fair, ask Sarah Trigg for help with this?
- Action: LB** to send a text about face painters.
- Action: AM** to contact Bouncy Castle company about capacity and numbers so we can decide on a price.
- Action: LA** to contact St Marys Church about borrowing their Splat a Rat Game
- Action: AM** to contact Test your Strength Stallholder.

8. The next meeting date was scheduled for this Thursday 22nd July, but as we have had a meeting today, we will postpone this until Thursday 6th July at Ruby Jeans at 5pm. Children will be welcome.

9. Any Other Business

Charity status had been applied for and is in the process of being approved.

Action: AM to continue with this process.

We will schedule an Ice Pop sale for next Friday 30th June.

Action: LB to confirm this date with school.

Halloween and Spring Discos should be booked with Party Peeps now so we can confirm dates.

Action: LA to book Discos when dates are confirmed with school

Next years school calendar to be sent to us so we can ensure all our proposed events are present and we can look for a suitable date for our AGM and termly open meetings.

Action: NC to send next years school calendar to **LB** for **AM** to look through and sort the relevant dates.

10. The next Open meeting will be held on Thursday **6-7-2023**.

The meeting concluded at 11.00am

Approval of minutes

Signed:.....

Name:.....

Date:.....