



FRIENDS OF SWANMORE PRIMARY SCHOOL

Minutes of the FOSPS Monthly Committee meeting held on 10 Jan 24 at Swanmore Primary School and online via Zoom

Present	Liz Turnbull Mr J Paterson Kirsty Thompson Holly Burton Anni Cole Aysha Graham Michela Iadarola Mr A Middleton Mark Nicholson-Howe Rachel Reed Philippa Stirrup Jenny Campbell-Gurry	Chairperson Headteacher Treasurer Teacher Rep Secretary	Via Zoom Via Zoom Via Zoom Via Zoom
Apologies	Nina Cawley	Vice Chair	

Item 1 – Welcome

1.1 The Chair welcomed Rachel and Philippa to the Committee.

Item 2 – Matters arising from previous meetings

2.1 NSTR

Item 3 – Feedback Xmas Gift Sale

3.1 A discussion took place surrounding the Xmas Gift Sale including order of year groups, helpers, rebranding to “Elfridges”, perishable items. It was highlighted that the sorting of the gifts on the morning of the event worked well; the bundling up of gifts had been overly generous.

3.2 Decisions:

- a. Owing to the issue with mice in the shed, no perishable items were to be stored in this location.
- b. The bundling up of gifts (smaller donations) next year would include fewer items thus reducing the shortfall in male gifts (in particular).
- c. Year group ordering and rebranding of the event alongside all other associated aspects with the event would be discussed in the autumn.

All

All

All

Item 4 – Disco (Thu 8 Feb 24)

4.1 The Ctee talked about the forthcoming Kids Disco. AG also pointed out it was Children's Mental Health Week the same week as the Disco. The Chair also took details of when Ctee Members could help for the event and confirmed Pupil Premium Tickets would be made available as required. It was also confirmed that the one-way system into and out of the disco would remain like last year. A ticket would cost £4 per pupil and a drink/snack would be provided and handed out at a 5-10 min congo style pause at the disco. Mobile phones were not allowed at the disco and any pupils bringing one would have to hand it in upon entry and collect on their departure, a tray and post it note would be the easiest way to do this.

4.2 **Decisions:**

- a. RR would look at local children's/well known kids mental health charities and the ctee agreed they would donate 10% of the takings of this event to this worthy cause.
- b. The Chair would liaise with the Vice Chair to ensure a Risk Assessment is completed for the event.
- c. Colour wristbands would be purchased for ease of entry into the disco. Teachers would be asked to provide these to pupils who purchased a disco ticket on the day of the event. These wristbands would also be used to indicate any dietary requirements. 150 of one colour for Y2/3 and 200 of another colour for Y4/5/6 were required; no wristbands were required for YR and Y1 as they would be coming straight to the disco from their class.
- d. A staff briefing sheet would be produced and disseminated to staff.
- e. The Chair would liaise with the Disco Lady for her Public Liability Insurance details.
- f. To avoid disappointing any last minute tickets requests on the day of the event, the Treasurer would bring a small amount of cash to the event and an online method of payment made available as required.
- g. The Teacher Rep would speak to the staff to confirm availability of a First Aider and confirm if staff would act as hallway monitors during the event, reporting back to the Chair ASAP.
- h. Snacks were to be provided per ticket comprising of a drink, crisps & small bag noting any dietary requirements.
- i. AG would check the glitter to ensure its viability for the glitter stall as well as investigate costings for a fun DIY photo booth at the event.
- j. The Chair would sort ticketing and volunteering on the Website; it was noted there were too many last year.
- k. Facebook posts and WhatsApp chats would be updated in a timely fashion prior to the event.

Rachel Reed

Liz Turnbull
Nina Cawley

Michela Iadarola

Aysha Graham
Mr A Middleton

Liz Turnbull

Kirsty Thompson

Mr A Middleton

Anni Cole

Aysha Graham

Liz Turnbull

Aysha Graham
Kirsty Thompson

Item 5 – Quiz (Fri 23 or Sat 24 Feb 24)

5.1 Attendees chatted about the quiz with the Chair pointing out that her preference would still be to use the Village Hall as it allowed for greater attendance. Food options were also discussed. It was pointed out the Fish n Chips prices had been reasonable last year (Fish £6.25 Sauage £4.25 and Vege option £4.50) and whilst greatly organised, some felt that it took up too much time and lacked space to eat in the school

hall. Prizes would be provided for 1st, 2nd, 3rd place as well as last and best costume/décor. Volunteers would be required on the evening to assist with the scoring and set up/clean up amongst other tasks.

5.2 Decisions:

- a. The Sec would liaise with the Village Hall to confirm the number of tables and chairs available, availability of a PA System/Projector Screen and if we could get a deal on cost of hire; this would be for Sat 24 Feb.
- b. Chip Ship food costs for this year would be obtained prior to a decision being made on its inclusion or not.
- c. The Chair would provide RR and PS the FOSPS email address so they could continue to gather prizes for the raffle (Raffle tickets would cost £1 per ticket). RR and PS would also produce an A5 flyer with details of the prizes for the tables which would also be used for social media.
- d. The chair would confirm that NC would write and deliver the quiz.

Jen Campbell-Gurry

Anni Cole

Liz Turnbull
Rachel Reed
Philippa Stirrup

Liz Turnbull
Nina Cawley

Item 6 – Remaining Events

6.1 The chair highlighted there may be a clash with FOSPS and School Events forthcoming in 2024.

6.2 Decision:

The Chair would arrange a meeting with the Headteacher to discuss; this opportunity would also be used to discuss FOSPS finances.

Liz Turnbull
Mr J Paterson
Kirsty Thompson

Item 7 – Bike Shed

7.1 It was stated that Ground Works for the Bike Shed were coming in at c£6500. The Headteacher was looking into a quote from 'Tina's husband'. This amount of money was too expensive and it made the project unviable.

7.2 Decision:

The Ctee would await a further quote for the Bike Shed Ground Works and if the project remained unviable, would approach the council and ask the grant be used for another aspect which would be of excellent use to the school.

Liz Turnbull

Item 8 – Shed Shelving

8.1 Shelving was required for the shed.

8.2 Decision:

Shelving costs were to be investigated and reported back to the ctee.

Michela Iadarola

Item 9 – Google Funding

9.1 The Treasurer reported some of the Google money had been paid and that she was awaiting a further payment; she informed the ctee that Google would match the £4k donation. The treasurer also pointed out that the school was yet to cash their cheque.

9.2 **Decision:**

The Teacher Rep would liaise with staff and ask about the uncashed cheque.

Item 10 – Any other business

10.1 The Teacher Rep would give the lollies in the school freezer away to a good home to free up freezer space.

10.2 The Chair, RR and RP would liaise with the relevant School Governor to discuss sponsorship.

10.3 The Chair to create/send a poll by 5 Feb 24.

Item 11 – Date of next meeting

The next meeting will take place in Feb 24. Short notice meetings regarding the disco and quiz events will be publicised via WhatsApp as soon as possible.

Jenny Campbell-Gurry
FOSPS Sec
Jennifercampbell79@hotmail.com

Mr A Middleton

Mr A Middleton

Liz Turnbull
Rachel Reed
Philippa Stirrup

Liz Turnbull