

## Friends of Colmore

### Minutes of meeting 9<sup>th</sup> March 2011, 8pm, Red Lion

**Present:** Kate Hanvey (Chair) Becky (Vice Chair), Nicola (Secretary), Angela (Treasurer), Rob, Della Winchester, Carol Fox, Alison Spicer,

**Apologies:** Deb M, Deb L, Clare, Bethan

1. **Balance Sheet:** Angela showed us the balance sheet for the year to date. The balance at Sept 10 was £4046.93. Income has been £6157.09, with expenses of £1603.95 and disbursements of £3908.82, the balance is now £4691.25. See attached for full details, inc details of disbursements.
2. **Quiz Friday April 1<sup>st</sup>.** Arrangements for the quiz were discussed. Kate, Becky, Nicola and Angela had recently attended a National Council of PTAs (NCPTA) training event and talked to committees from many other local PTAs who provide fish and chips as a meal at quiz nights. As they all said it was popular and easy to organise, the decision was taken to go down this route for the upcoming quiz, as it involves less preparation and clearing up.

Kate had already spoken to Dad's Lane Chip Shop, who had quoted £3.20 per head, but Angela said she would speak to some other local places to see what they could offer.

The point was raised that at previous quizzes people had been able to buy a ticket on the door. This will be possible at this quiz, but only people who have bought tickets in advance will be able to eat, as we need to order the correct number of portions in advance.

At the last quiz, Kate asked people to fill in feedback forms. In response to the question of how much people would be prepared to pay for a ticket, everyone had answered that they would be prepared to pay £5 or £6. With this in mind, and in view of the £3.20 per head quote for fish and chips, it was agreed to raise the ticket price from £4.00 to £6.00, to include the fish and chip supper.

Given that not all parents find it easy to get into the office to buy quiz tickets, Kate said she would add a tear off slip to the FOC portion of the school newsletter, allowing parents to send in their ticket requests via their child.

Prizes were discussed. Angela agreed to organise six bottles of wine for the winning team and two boxes of chocolate for the 'guesstimate' round. The budget for prizes is £30.

3. **Car Boot Sale 15<sup>th</sup> May.** Simon has said that 40 pitches for cars can be accommodated on the playground during the building work. The Junior playground is not accessible.

It was agreed that we would run a FOC Bric a Brac stall at the event. Booking will open after

Easter, pitches will be £10. Kate will arrange to get the sign boards updated and ask Simon to put them in place. We will need volunteers to shake buckets on the door.

4. **Funding Request Form.** A simple 'funding request form' that members of staff can use to apply for funds they need has been designed. The idea of the form is to make the process more straightforward and to ensure that we have the documentation we need to comply with our obligations as a charity, as well as the information we need to make a decision.

The members of teaching staff present at the meeting thought the form was a good idea and said they would mention it at staff briefings. Forms can be submitted by leaving them in the FOC mail folder Kate has now left in each school office.

5. **Year 1 Outdoor Area.** Alison outlined how the Infant school proposes to spend the £2000 donation FOC has agreed to make to fund the Year 1 Outdoor Area. On their list they have:
  - a. A screen of bamboo plants round the edge to emphasise that this is a 'learning area', not part of the playground.
  - b. A raised bed for growing vegetables.
  - c. Sand and water areas
  - d. A small stage to act as a teaching area
  - e. Chalk board and retractable washing line for hanging i.e artwork
  - f. Shed for storage
  - g. Benches / cushions / tree stumps for seating

The aim is to have the area ready for the summer term. It will be launched with a big open day. We will get a sign or plaque made to show that FOC funded the area.

Angela will liaise with Alison on when and how they want the money.

6. **Junior School Project.** We have asked if there is a project of a similar scale to the Yr 1 Outdoor Area that the Junior School would like us to fund, but so far they have settled on anything. Ideas that have been suggested include an outdoors sports area and a sound system for the new hall.
7. **Ideas from NCPTA Event.** The NCPTA training event provided lots of interesting ideas for how to raise more funds. A common theme was that PTAs tend to do better when they are working to raise funds for a specific project or piece of equipment. It was suggested that we might try and devise a shortlist of ideas for each school and then invite parents and/or children to vote for their favourite idea.

Della put forward the idea that we consider setting up a project to provide a huge number of new books and book storage for the Infant School, as most of the books they have are old and they do not have the money in the normal budget to replace more than a few each year.

Whatever decision is made, it was emphasised that FOC would clearly continue to fund the smaller projects from which the children benefit so much

It was also agreed that once we have settled on a project, we would create a Blue Peter style 'Totaliser' for each playground, to allow everyone to see how we are getting on with reaching our fundraising target.

8. **Waitrose Community Funding.** Kate has an application form to have FOC selected as one of the charities that customers in their Hall Green store can vote for using the green tokens they are given with each purchase.
9. **Notice Boards.** – It was agreed that permanent notice boards where parents can find out what's going on would be a good idea. However it seems sensible to wait until the building work is complete to choose the best locations.
10. **New Intake Event.** The suggestion has been put forward that we run a social event for new intake parents and children in July. This was another idea that came up frequently at the NCPTA event and we know goes on at several other local schools. It would be a nice opportunity for parents and children to get to know each other in an informal setting, and for new parents to get to know FOC and to feel more at ease with getting involved from the outset. This would hopefully have the long term effect of having a larger group of parents who give their time to FOC on a regular basis.

Members of the Infant School staff present at the meeting were enthusiastic about the idea. Various formats for the event were discussed, including a BBQ and a cream tea, but Alison suggested that a 'Teddy Bear's Picnic' would be the easiest to organise, as everyone can bring their own food, and we'd only need to provide some entertainment for the children such as a bouncy castle.

A provisional date of July 9<sup>th</sup> was agreed for the event. Depending on how things go, we might need to scrap either the summer term quiz or car boot sale to free up our time to organise this.

11. **FOC / PTA Name.** The idea was put forward that we should consider rebranding the group as 'Colmore PTA'. This is a more obvious name and avoids the need to use the slightly confusing acronym 'FOC', the meaning of which is not immediately obvious. It was agreed that we should make this change, and start using the name from the New Intake Picnic onwards. We could run a competition to get the children to design a logo.
12. **Royal Wedding.** Della outlined the plans the Infant School have for marking the Royal Wedding. FOC will provide funds for card to make some of the decorations.
13. **Flask for Coffee Mornings.** FOC will fund a new flask for the coffee mornings run by Debby Moseley.

**The next meeting will be on Wednesday April 27<sup>th</sup> in the Red Lion.**