

**FRIENDS OF WEST PENNARD SCHOOL – COMMITTEE MEETING MINUTES**  
**Tuesday 3rd March 2009 – 7.30pm**

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Attendees:	Helen Burchell (Head Teacher & President)	Apologies: Andy Townend
	Nicola Evans (Chair)	Paul Manning
	Frances Fawcett (Deputy Chair)	Issa Bonnar
	Mike Hooper	Julia Hutchison
	Rosalind Ives	Sarah Longman
	Arabella Browne (Treasurer)	Nicola McCrum
	Polly Hewitt-Cooper	

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**Minutes of the last meeting**

The minutes of the last meeting were circulated, proposed by Nicola and seconded by Frances.

**Matters Arising**

• **Greenbank Swim**

The venue has been booked on the revised date of Friday 5th June, 7.00-9.00 p.m. It was agreed that the Summer 100 Club Draw will take place at this event but that it was appropriate that Sarah should distribute the drinks prizes “off-site” as she had suggested.

• **Cookery Book**

Sarah requested approval from the meeting to send a further reminder in the book bags about recipes for the cookery book. Approval was given.

**Treasurer’s Report**

Funds

Current A/c Balance	£619.18
Reserve A/c Balance	£ 36,499.95
<u>Total Funds:</u>	<u>£ 37,199.13</u>

Allocated Funds at 28<sup>th</sup> April 2009      £10,170.00

Available Funds:                              £27029.13

Actions since last meeting:

Mother’s Day Chocolates	£ 16.40
Carnival Club	£ 100.00
Thrift Sales	£25.20

**Feedback from FWPS Planning Meeting**

Nicola updated the committee on the conclusions of the recent planning meeting as described below:

If fundraising activities are not supported or do not have coordinators willing to run them they will not go ahead. This will be communicated to parents to ensure they know the reasons for the actions of the committee.

Review of the FWPS Constitution – Frances described the main changes to the review and explained about the need for a 3 x quorum at an AGM. There was a lengthy discussion about the number of committee members actually required for the day to day running of the committee versus the number required to attend an AGM. Taking into account previous discussions it was agreed that 5 members would be adequate/optimal. Frances agreed to put together a draft proposal for the next meeting. The following committee members were asked to provide a job description for their role and forward it to Frances as soon as possible. FF Vice Chair, NE Chair, MH IT / Brochure , JH Secretary, AB Treasurer, Raffle and Prize Coordinator PH-C.

### **Requests from School**

- ‘Trim Trail’ – Helen confirmed that the costs given at the previous meeting included installation and that the School Council had accepted the proposal to include a more robust ‘bridge’. The total request to the school for this project was £3,000 and after discussion was accepted. Proposed by Nicola, seconded by Frances.
- ‘Veggie Garden Benches’ – Helen requested £400 to purchase 2 x recycled plastic benches, similar to existing blue playground benches for the recently developed Veggie Garden. This was accepted. Proposed by Nicola, seconded by Mike.
- ‘Shed’ – Helen requested £500 to purchase a garden shed to store equipment for the school garden. After a brief discussion about size, type (wood vs metal) and cost it was agreed that Nicola would look on the Freecycle website for a suitable replacement. If this was not forthcoming the committee agreed to fund a shed to a maximum of £500. Proposed by Mike, seconded by Arabella.
- ‘Henry VIII’ – Helen requested £285 to fund a visit from the man himself to visit years 4 and 5! This was accepted. Proposed by Rosalind, seconded by Arabella.

### **Wider Opportunities Funding**

- Helen described how the Yr3 and Yr6 group music classes had been funded this year 08/09 and explained that music lessons would still be funded in the 09/10 school year but only one class would be able to participate at a time. Helen asked the committee to consider funding in the region of £1,500 for a second music class to continue as part of the enrichment scheme from Sept 09 onwards. After discussion the committee unanimously agreed that this proposal “ticked all the boxes” and was a “great example of FWPS funding enhancing existing school activities”. It was noted that Helen did not have a firm cost for this project but a provisional amount of £1,500 was agreed. Helen to advise the committee as soon as a final cost is available. Proposed by Arabella, seconded by Polly.

### **Summer Fair**

- Nicola updated the meeting on the plans for the Summer Fair on Saturday 11<sup>th</sup> July. She explained that she would coordinate the fair as no one had come forward to take up this role.

### **Any Other Business**

- Nicola asked for volunteers to help clear the FWPS shed one day during the coming week. Helen requested that w/c 11<sup>th</sup> May was to be avoided in consideration of those sitting SATS. Nicola to co-ordinate helpers as appropriate. It was decided that this would take place after drop of on Monday 18<sup>th</sup> May and all helpers are welcome.
- After a lengthy discussion it was agreed that the FWPS would not have a stall at Collett Park this year as there are already a number of school events scheduled for June. The committee felt that this opportunity could be reviewed next year.

**DATE OF NEXT MEETING: Tuesday 9<sup>th</sup> June 2009, 7.30pm, Staff Room**