

West Pennard C of E Primary School
Minutes of a Committee Meeting of The Friends of West Pennard School
Held on Wednesday 17 January 2007

Present: Helen Burchell (Head Teacher and President), Libby Syddall (Chair), Julia Hutchison (Deputy Chair), Arabella Browne (Treasurer), Issa Bonnar (Secretary), Samantha Antell (Committee), Aimee Creed, Sam Heath (Committee), Sarah Hoggett (Committee), Mike Hooper, Jan Lawford, Roger Longman, Sara Maher (Committee), Paul Manning, Sarah Staniforth, Andy Townend (Committee) and Mel Warburton.

1. Apologies

Apologies were received from Rita Ayres, Wendy Christensen (FWPS Prize Co-ordinator), Sarah Longman (Committee), Sophie Knock, Nicola McCrum (FWPS Birthday Book Scheme), Helen Morley (Deputy Head Teacher), Linda Norris (FWPS 100 Club), Wendy Rowe (FWPS Public Relations), Steve Stride, and Rinko Thie.

2. Minutes of last meeting

The minutes, having been circulated and the matters arising discussed, were agreed by the meeting; Proposed by Arabella Browne, seconded by Sam Heath.

3. Matters arising

On behalf of the FWPS Committee and members Libby Syddall thanked Roger Longman, Sarah Longman, Linda Norris and Helen Trotman for all their hard work during their respective terms of office as Chair, Treasurer, Deputy Chair, and Secretary. She also thanked everyone who had helped make the Christmas Fair such a success, particularly Roger and Sarah Longman for organising the event.

4. Treasurer's report

The Current account balance was £1,361.34 and the Reserve account £8,000.86, giving a balance of £9,362.20. Allowing for funds already allocated of £4,115.00, we have funds available of £5,247.20.

Arabella Browne thanked Sarah Longman for the spreadsheet that she had handed over to Arabella as the incoming Treasurer. Arabella will meet Helen Burchell to check that all agreed expenditure was included in the figure given for allocated funds. Arabella reported that the Christmas Fair had raised £1,411.

Libby is still receiving orders for the FWPS calendar (*14.11.06, item 18.2*) but will soon pass the cheques to Arabella. It was agreed that the invoice from Hamptons be paid in the meantime.

5. Requests from School

The following expenditure was discussed and voted upon individually. A total expenditure of £2,310 was agreed by the meeting. Item 1.C was deferred for decision by written resolution.

1. Library refurbishment

A. Junior Librarian software (*2.10.06, item 5B.2*):

Helen Burchell reported that the books purchased for the school library through the Sponsored Read had now been processed by the County Library Service and that she had secured the services of a retired librarian to teach the children how to run the library. The meeting agreed the purchase of the Junior Librarian software at £1,100; Proposed by Helen Burchell, seconded by Libby Syddall.

B. Shortfall in books:

Libby Syddall volunteered to undertake an audit of the existing books to identify the actual shortfall.

The meeting agreed to give the school a budget of up to £500 to purchase any additional books necessary to provide a comprehensive range of reading materials in the Library; Proposed by Helen Burchell, seconded by Libby Syddall.

C. Book cataloguing:

Helen requested funds to cover the book cataloguing, estimated at £350 per 1,000 books, as a necessary prerequisite to the installation of the Junior Librarian software. After discussion, it was agreed that Julia Hutchison and Issa Bonnar would count the number of books in the Library to generate an accurate estimate of expenditure and that a decision then be made by the trustees (being the elected officers and committee members) by written resolution (under Rule 7.4); Proposed by Issa Bonnar, seconded by Libby Syddall.

2. Playground Buddy Scheme

To initiate a Playground Buddy Scheme the meeting agreed to spend £90 on two Friend Stops, £35 on eight Playground Pal caps and £60 on special Playground Buddy Scheme stars to award good playground behaviour; Proposed by Roger Longman, seconded by Andy Townend.

3. Haven development

The meeting agreed to allocate £200 budget to turning the existing medical/recovery room into a “haven” to give pupils access to a quiet area except when the room was required medical/recovery purposes. Helen reported that Mrs Liselle Barlow as school’s Health & Safety Co-ordinator keenly supported the project. Aimee Creed suggested that Angie Rook be invited to paint a mural on the walls and Samantha Antell volunteered to make a beanbag if material costs were covered. Motion proposed by Issa Bonnar and seconded by Roger Longman.

4. More Tea Vicar!

The meeting agreed to spend £325 to fund a performance by this theatre group for the entire school; Proposed by Sam Heath and seconded by Sarah Hoggett.

5. Play apparatus renewal (14.11.06, item 17)

Helen informed the meeting that she was looking for £20,000 for the project, £4,800 being available in the school budget. She had received a quotation of £28,633 from Taylor-Made Play Equipment Ltd based on a proposal drawn up after consultation with the school council. The proposal is for the delivery and installation of a small fort with slide, a wooden play frame and a tyre climber, with rubber tile safety surface, also a RoSPA inspection. The quote is dated 19 January and is valid for six months. Ideally the project is to be completed in time for the next academic year in September although Helen would like completion sooner so that current Year 6 pupils can enjoy the facility.

Potential sources of outside funding were discussed. Helen confirmed that she intended to pursue other avenues of funding and invited interested FWPS members to attend her meeting with the County External Funding Adviser at 2pm on Friday 19 January. Paul Manning suggested investigating the option of spreading the project over a number of years to reduce the expenditure required this year and so a large replacement costs could be avoided in the future. Julia Hutchison will ask her husband Ben to approach the original village green committee members with a proposal and ask them to vote on it. Andy Townend offered to see whether Michael Eavis would give the school a donation towards the project following the festival. Roger Longman volunteered to take away the old equipment to reduce the level of cost. Issa Bonnar is to investigate approaching the local Masonic Lodges for a donation and Mel Warburton agreed to ask her Lions Club contacts.

As the FWPS are unable to commit funds until they were in our bank account, the meeting agreed that it would give financial support to the project from money raised through stewarding at the Glastonbury Festival in June 2007; Proposed by Libby Syddall, seconded by Issa Bonnar. The actual level contribution to be made by FWPS can be agreed once these monies have been received, hopefully by the September meeting, in the meantime Helen reported that, having secured any available outside funding, she would consider temporarily covering any shortfall from the school’s capital expenditure budget. Andy Townend hoped he would have an idea of money likely to be raised at the Festival by the time of our June meeting.

6. **Christmas Fair 2007 sub-committee report**

Libby Syddall reported on a meeting of the Christmas Fair 2007 sub-committee held on Thursday 11 January and circulated copies of the minutes. A sub-committee had delegated areas of responsibility amongst themselves with Jan Lawford being the overall Christmas Fair Organiser. The meeting agreed a budget for £200 to allow Sarah Staniforth and Sam Heath to take advantage of special offers and sales to purchase presents for the Santa’s Grotto. Responding to the minutes, Andy Townend volunteered to provide lighting for the bouncy castle and Roger Longman to be in charge of the bouncy castle. Mike Hooper agreed to take charge of lucky programme design and production; there would be a competition for the children to design its front cover. It was agreed that the Christmas Fair be held on Friday 7 December, Helen having confirmed that the main hall and Reception classroom will be available for setting-up from lunchtime.

7. **Fundraising proposal**

Paul Manning presented a fund raising proposal. He has designed illuminated road safety products that can be produced and sold to raise funds for the school. The meeting was shown badges and caps which Paul had generously had made up at his own cost. These products when illuminated in the dark can be seen from a distance of half a mile.

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It was agreed to purchase a supply of hats and badges for sale to the school. The hats, which are navy to comply with the school uniform colours, will be sold at £9.99 and will each cost FWPS £4.70 plus VAT and the badges, which will have a black background and can be attached to clothing or school bags, will be sold at £4.99 and each cost £2.35 plus VAT.

Helen Burchell will promote the products to pupils at the full school assembly and then to parents by Libby wearing them in the playground. It was agreed that a flyer would then go out to generate an initial order with an additional quantity being ordered in for sale via the school office. Subsequently the hats and badges could be ordered as part of the normal school uniform mailing. Roger Longman proposed a vote of thanks to Paul Manning, Libby Syddall

seconded.

8. FWPS link on the West Pennard School website and the Charity Commission website

This item was deferred to the Committee meeting on 6 March.

9. Future FWPS events

The following calendar of FWPS events were agreed:

1. Bingo with Fish and Chips supper

To be held on Friday 23 March. Sam Heath and Sarah Staniforth to form an organising sub-committee.

Wendy Christensen will be asked whether she can source some Easter eggs as prizes. Roger Longman volunteered his services as the caller.

2. Greenbank Fun Swim

To be held on Friday 8 June. Issa Bonnar to contact venue to reserve the date.

3. Summer Fair

To be held on Saturday 14 July, from 2 pm to 4 pm. Arrangements for the Summer Fair will be on the agenda for our Committee meeting in March. Issa Bonnar advised that a new banner is needed for the Summer and Christmas Fairs.

4. Scavenger Hunt

To be held on Sunday 30 September. Roger Longman agreed to organise the event.

5. Christmas Fair

To be held on Friday 7 December.

10. New Parents Evening

This item was deferred to the Committee meeting on 6 March.

11. Any Other Business

1. 100 Club

Linda Norris had Emailed to say that once she has received the new diary of events she will write to the existing members inviting them to rejoin, she would then do a general letter inviting new parents to join. The 100 Club would also be advertised in the next newsletter.

2. Safety guidelines for Church Lane

Libby Syddall asked that all the FWPS committee try to adhere to the new guidelines. Paul Manning expressed his concern that the using the war memorial at the Church Lane/Newtown Lane junction as a roundabout without proper signposting may cause an accident and asked that the Parish Council be approached.

12. Date of next meeting:

The next Committee meeting will be held on Tuesday 6 March 2007 at 7.30 p.m. in the Staff Room.