

Cropwell Bishop Friends of School - Meeting Minutes
13/5/2019 7.30-9.30 pm
Cropwell Bishop Primary School

Present: Helen DD, Nic C, Suzy B, Aimi M, Lucy Gallacher, Sarah T, Ash

Apologies:

Minutes of last meeting.

Proposed by Seconded by

Agenda Item	Discussion	Action
Summer Bonanza	<p>Question has been asked. Why is there a charge for Summer Fair? This is a change from the normal and so will prompt some questions. An FOS response is to be created so that everyone can send out the same message/response.</p> <p>Ash has a detailed spreadsheet that is in Dropbox so we can all access it. Details actions etc. Many actions have been completed. Summary of remaining actions below.</p> <p>Communication</p> <p>Poster – drafted needs to go out ASAP. Once confirmed need to go out in book bags, on the facebook page etc.</p> <p>Second hand uniform – Helen Fenner to set up and sort for the event</p> <p>Bottle and chocolate tombolas – 14 June dress down day. Children to be asked to bring a bottle and candy. Ash to do letter</p> <p>Wine and Water – a few nights before need to wrap bottles. Have enough empty bottles in shed. Organize a</p>	<p>Ash – create one FOS response to this question</p> <p>Ash – Dress down day letter</p> <p>Ash – Teddy tombola letter</p> <p>Helen DD – Sort team from wine and water wrapping</p> <p>Ash – Check face paint/tattoo stock, organise shopping list</p> <p>Sarah T – Organise lego and bake off letter and theme</p> <p>Lucy – Organise the raffle</p> <p>Helen DD – sort out printing of raffle tickets</p> <p>Helen DD – Identify lead for the Arts and Crafts stall</p> <p>Helen DD – Source wellies</p> <p>Mrs Bulmer – Talk to Catrina about Science display</p> <p>Mrs Bulmer – talk to Shona to see if there is an activity that the gardening club could do, plant a seed etc?</p> <p>Ash plus volunteers – to look at the gazebo and check condition etc.</p> <p>Sarah T – Look into microphones and the performances</p> <p>Sarah T – Sort out the paperwork</p> <p>Ash – Rota</p> <p>Ash – archery/morris dancers?</p> <p>Helen DD – Find an announcer</p> <p>Helen DD – Contact Parish Council for a judge for cake etc?</p>

team to wrap, ask people to wrap water at home in advance.

Teddy tombola – ask children to donate a good quality teddy. Ash to do the letter

Pedal cars ok

Face painting tattoos – check we are ok for stocks etc

Hair Spray – This was a success at the school disco so look to do again.

Shopping list (food/drink etc)– to sort closer to the time.

Raffle –

- Lucy is organising this. Helen DD to give Lucy the list of people we normally ask.
- Thank you letter from the kids.
- Raffle books need to get printed. Helen DD to find out how

Bake off/Lego competition

- Lego – bring a model in.
- Think of a theme – Sarah think of this. Entry form for bake off and lego
- Cake stall and Lego – entry form and think of parameters.

Guess the Cake – to ask if this will be made this year.

Arts and crafts – lime trees were going to manage that stall but they cannot do that weekend. Suggestion to see

if Rosney (Elsie in Class 1) might help. Mrs Bulmer confirmed we could use school resources/scissors etc.

Football shoot out - Goals in shed Ken and Roger will run this.

Welly wangling - need some wellies for this

Science display – Catrina happy to help, just needs sorting. Mrs Bulmer to keep nagging.

Horses/ponies – two ponies for 3 hours, cost £295. Charge £3 per ride. 3 pound per ride. Nicola to take the cash. Deposit has been paid and money has been paid back.

Tug of war – got ropes

Sports Day – J Wroughton thinks teachers will be happy to man the sports day if the equipment is all laid out ready.

Gardening club – sew lots of seeds? Mrs Bulmer talk to Shona about whether they could do an activity?

Water fight – the plan is for this to go ahead if it is nice weather. To take place in the arena towards the end of the day. No one gets to keep the water gun.

Equipment

Gazebo – need digging out what is in the shed and we will need to find more.

Straw bales - £2 each delivered price. Nicola will try and get people to buy them for £1 at the end of the event. Ordered 30 for arena seats. Cash on the day for these.

Microphone – one ordered for announcing. Sarah T to see if this will work with the choir.

Performance

- Choir – To see if KS1 and KS2 can sing
- Recorders – Sarah to communicate with Rattle and Roll to see if they will come
- Drumming – ask Charlotte if Drummers could do anything
- Dads band?
- Karaoke – Decided against that.
- Dancing – this has all been sorted with Sophie

Paperwork

- School lease
- Temporary events
- Gambling licence

Rota –

- Need a rota for staff
- Need a rota also for general volunteers

Activities not yet confirmed/possible

- Archery people – would be good to get people to come and do this
- Helen DD to look at a paddle boat.
- Morris dancers?

	<p>Parish Council – no response to recent communication. Could we ask them to judge the cake competition?</p> <p>Need to have an announcer who is not a main organizer but that can announce what is happening at set times etc.</p>	
AOB	Tracey Harrison was going to go in and talk to Council about FOS. Mrs Bulmer to chase this.	Mrs Bulmer – to ask if Tracey can go into the school council and talk to them
AOB	<p>Disco/general event entry and exit.</p> <p>Miss Hussey spoken to them about exit and leaving the school. A new and better procedure needs to be designed and formally written down.</p> <p>Ideas discussed included:</p> <p>Mr Coley suggested that you children sit in their lines for year groups. Parents need to sign them in and also to collect them in person or identify who will collect them.</p> <p>Bring a piece of paper – state their name, who they are bringing and phone number of who responsible during the event. Parents sign them in. You know who has brought who, how they can be reached, return slip back to the parent as they take the kid away.</p> <p>At the end of an event the focus should be on getting children to parents and then clearing up etc.</p> <p>Change responsibility to the person bringing them, be aware that they are contactable and make it easy</p>	Helen DD/Ash – to design a new procedure and agree with school.

	<p>Need to be more aware of the various exits around the school that children can leave from and not sign out. Need to observe these doors more.</p> <p>Promise night – for another session</p>	
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