

Minutes of FEPIS Meeting

Held at East Preston Infant School

On Thursday 7th July 2016

The meeting was chaired by Claire Woods - FEPIS

Minutes completed by Charlotte Gray

1. Present (statement of number present) and Apologies

Those present were Claire Woods (Chair), Tracey McRae, Charlotte Gray (Minutes Secretary), Megan Howdle, Helen Burton and Claire New.

Apologies received from Maria Beasley, Sue Woodcraft and Heather Simmons.

Welcome introductions conducted by Claire Woods.

2. Vintage Summer Fete Update

Claire Woods explained that it is believed a profit of £2,800 was made from the fete. If accurate, this is about £700 more than last year. Last year there was £1,539 profit.

Tracey McRae believes the profit was £1,055 last year.

Claire Woods explained that the profits are split between the two schools as follows:

EPJS - 4/7 and EPIS - 3/7

A general discussion ensued about the profit divide due to the growth of the infant school.

Tracey McRae said that this has been discussed in the past and left. Megan Howdle suggested that a formula is devised per child to make the split more accurate.

The overall consensus was that the fete was a huge success. The DJ did not turn up but this did not seem to affect the event and as a result consideration will be given to not booking one next year.

The raffle prizes were amazing and have received great feedback. The boxes may need more ventilation next year.

3. Ice Cream Sales

Claire Woods explained that Sam Rosin is still buying the produce. A rota is not necessary as there are only a couple of weeks left. Megan Howdle, Claire Woods and Sam Rosin will supervise the sales tomorrow (08/07/16) and Megan Howdle and Claire Woods will supervise the following week (15/07/16). Megan Howdle has offered to take over as the ice cream sale coordinator in the future.

A general discussion took place and it was agreed that we will resume ice cream cone (with a flake) sales next year. This will require a minimum of four helpers.

4. Summer Disco / Leavers Event

Claire Woods asked that everyone have access to the ticket sale rota for the disco. Charlotte Gray will email this list to those involved. Claire Woods will liaise with Sue Woodcraft (Treasurer) about a float.

The rota is as follows:

15th July – Tracey McRae and Maria Beasley

18th July – Jude Chute and Helen Burton

19th July – Sue Woodcraft and Maria Beasley

20th July – Rachel Keys and Charlotte Gray

21st July – Sarah Twort and Claire Woods

Megan Howdle has offered to help if needed.

Helpers are needed for the cakes, sweets and drinks, four at the most.

Tracey McRae will compile a list of staff helpers.

Claire Woods needs to organise the red carpet and glitter curtain whilst the first disco is on-going.

Helpers so far are: Claire Woods (curtain), Helen Burton, Tracey McRae, Megan Howdle, Charlotte Gray and possibly Sam Rosin.

The first disco (YR and Y1) is from 4.45 – 5.45pm.

The second disco (Y2) is from 6 – 7pm.

A discussion took place about selling cakes and sweets or just sweets at the disco. Tracey McRae has offered to make some cakes. There will be glow sticks for sale which have been kindly donated by Helen Burton.

Claire Woods explained that Sara Sadler will be taking photographs of the Y2 children. Sara Sadler will need to liaise with Jo Atter about the photos.

Sara Sadler has offered to do the proofs and a price will be organised nearer the time. The proofs will be available for parents outside of school. The photos will be taken of the children in front of the glitter curtain as they go into the disco. Children will need to be notified beforehand that if they want photos with their friends then they need to queue with them.

A discussion took place about the children queuing along with the photos and entering the disco.

Tracey McRae will get six balloons for the disco entrance. A short discussion took place about the colour and it was agreed blue and possibly gold.

5. Leavers Gifts

Megan Howdle showed the committee the pens which have been personalised and arrived. They look very good and everyone seems happy with them.

Claire Woods explained that the books have also arrived. Sue Gearing is printing some labels to stick inside so these will need to be done and then the gifts wrapped before the disco. Claire Woods will facilitate this task.

Claire Woods reported that Jude Chute has some lanyards available which were acquired through a friend; similarly Megan Howdle also has some lanyards. Sue Gearing is printing the gold tickets to attach to the lanyards.

6. Tea and Tissues Event

Megan Howdle is organising posters which will be emailed to the school. The event is on 9th of September at 9am.

Helen Burton and Charlotte Gray will help on that morning (Charlotte Gray after the pre-school run).

Claire Woods suggested that we put down gym mats and bring some toys for siblings to entertain themselves.

The event is an informal get together during which Helena Burton and Megan Howdle will organise hot water urns etc. Tracey McRae will check the tea and coffee supplies and liaise with Helen Burton.

A general discussion ensued about crockery arrangements.

7. Committee Changes – Treasurer, Secretary

Megan Howdle has volunteered to become secretary.

There have been no applications for treasurer and overall no interest. Claire Woods and Megan Howdle will liaise and discuss this matter as the committee cannot legally run without a treasurer.

Claire Woods will liaise with Sue Woodcraft about the treasurer role. It was suggested that Sue Woodcraft provide a role description for the newsletter in a hope of generating some interest.

Claire New suggested Mrs Miller may be suitable.

8. AOB

a) Phil the Bag

Claire Woods explained that £112 was raised from the last collection.

Tracey McRae stated that EPJS have a 'Phil the Bag' on 04/10/2016

Helen Burton has suggested that the letter is simplified and explain to donators that the value is gauged by weight.

Claire New suggested we investigate other companies. A general discussion took place about looking into alternate options. Megan Howdle will research other companies ahead of the next meeting.

b) Second Hand Uniform

Claire Woods enquired into dates for selling uniform.

Tracey McRae said that some had been sold the previous day.

Further uniform sales will take place outside between 9am and 10am as follows:

14/07 – Tracey McRae and Claire Woods

15/07 – Helen Burton and Megan Howdle

18/07 – Charlotte Gray and Tracey McRae

19/07 – Claire Woods and Megan Howdle

Claire New said that she is compiling a newsletter for the last day of term. Claire Woods asked that something be added about the Y2 photographs. Tracey McRae explained that a letter will be sent out about the photographs w/c 18/07/16.

c) Treasurers Accounts

Refer to the account report. Sue Woodcraft finalised the accounts.

General discussion took place about profits.

d) Disco

General discussion took place about sweets and cakes at the disco.

Claire New said that there are sweets left over from the school council.

Claire Woods suggested that just sweets are sold at the disco as opposed to sweets and cakes. Helen Burton enquired into the candy floss machine, and suggested if working we sell candy floss to the children. Tracey McRae explained that Mrs Lockyear's husband is looking into the problem at the moment.

e) Pond

Claire New asked if there was a funding update regarding the pond. Megan Howdle explained that a decision will be made in August. At that time we will know whether Tesco have granted funding for a pond. Claire New clarified that the school will know in September.

General discussion took place about the pond and what to do if funding is not granted. This is a matter that will be discussed again following a decision.

f) Profit Allocation between Schools

Claire Woods raised the query about funding split between the two schools. Claire New explained that she has discussed this matter with Mrs Lockyear and it has been agreed that the split will remain (3/7 and 4/7) as both schools are gradually expanding over time.

9. Date of Next Meeting

Next meeting will be on Thursday 15th September 2016 at 9am.