

Minutes of FEPIS Meeting

Held at East Preston Infant School

On Thursday 19th May 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), Claire New, Sue Woodcraft (Treasurer), Charlotte Gray (Minutes Secretary), Jude Chute, Maria Beasley, Megan Howdle, Sam Rosin, Helen Burton, Sarah Twort, Victoria Vinten and Rachel Keys.

Apologies received from Lucy Owens, Tracey McRae (Co Chair) and Sam Cross.

Welcome introductions conducted by Claire Woods.

2. Choc Ice Sales

Claire Woods explained the history of the ice cream sales and the purpose of the discussion.

Sam Rosin explained that she had enquired into choc ices and ice creams for the ice cream sales after half term. They average at about £1 for 8-10 people and vary from blocks of plain or neapolitan as well as wafers. Seemingly the choc ices are particularly small.

A discussion ensued about the possibility of ice lollies and possibly doing both for the first day after half term. Sam Rosin has offered to buy and facilitate the sales with the help of Camilla Miller.

Claire Woods suggested a rota system to enable everyone to help and Maria Beasley said that she can organise storage boxes.

The discussion ended on the understanding that a rota would be agreed and Sam Rosin would initially organise the purchasing of the goods.

3. Leavers Event

Claire Woods explained the DJ has been confirmed and that she will organise a red carpet for the leavers with the assistance of Jules Dallimore. Seemingly there is a glitter curtain but this will need to be located.

Mega Howdle enquired as to whether there is someone available to take photographs. Claire Woods said that she has been in contact with a year two parent, Sara Sadler who is willing to help.

Claire Woods will liaise with Jo Atter regarding this event.

Claire Woods asked about the sweet bag which is usually given to the children at the end of the event. She explained that this year is different as there is more money available to spend on a gift so wanted feedback from the group.

The general consensus was that the sweet bag was not necessary.

Claire Woods explained that there will be items to sell, such as sweets, candy floss and glow sticks for the year two pupils.

Helen Burton said that she is willing to donate glow sticks again this year. She has suggested we restrict how many are sold to each child. She will provide 120-150 sticks.

Claire Woods clarified the set up for the disco this year and the arrangements surrounding this event.

Claire Woods will liaise with Tracey McRae regarding the letter for the disco.

The disco is on Thursday 21st July 2016. Tickets will be on sale from Friday 16th July 2016. Arrangements will be made for Sue Gearing to do the tickets ready for 15th July and golden tickets for year two.

A general discussion ensued about the need for tickets and possibly lanyards.

Jude Chute will make enquiries into lanyards.

Claire Woods confirmed that the event will be ticketless when buying but that the year two pupils will be given a golden ticket as they enter the event.

Ticket sales are as follows:

15/07/16 – Claire Woods and Maria Beasley

18/07/16 – Jude Chute and Maria Beasley

19/07/16 – Sue Woodcraft and Maria Beasley

20/07/16 – Rachel Keys and Charlotte Gray

21/07/16 – Sarah Twort and Claire Woods

Sue Woodcraft will organise a float for 10/06/16 and 15/07/16.

4. Leavers Gifts

Claire Woods explained that there is the option of 61 free donated Narnia type story books. The book is called "The Nousidian Chronicles" by Mark Waters. The book was shown around and the description read. A discussion took place about the book for the age group considered. The general consensus was that the books were not suitable for the age range of the pupils.

Further discussions took place about a Seashore Detective Handbook and the purpose of the book as a gift. Charlotte Gray has a copy of the Seashore Detective Handbook so will bring it into school for people to preview.

Claire New suggested that once a decision has been made about the book, we look to acquire 62 books as there may be more pupils.

A discussion ensued regarding the costs of the books. At the moment they are £5.65 each. However, spending less on the entertainment enables more money to be spent on the gifts. The general consensus was that £5 per book is appropriate.

Megan Howdle has offered to approach WHSmith and enquire about a deal.

Claire Woods said that there is an Usborne Book which is like a spotters guide, but the overall consensus was that the Seashore Detective Handbook would be more appropriate.

Claire New is in agreement that the Seashore Detective Handbook sounds best.

Claire Woods explained that we will put a label inside the book with a message from FEPIS for the pupils leaving.

Claire New suggested that we do not mention the junior school as some children are moving onto different schools.

Claire Woods agreed that the label will be amended accordingly.

Jude Chute asked about wrapping paper. Claire Woods confirmed that the gifts would be wrapped.

5. Vintage Summer Fete Update

Claire Woods explained that separate meetings have been underway with FEPS regarding the summer event.

Claire new reported that Lucy Owens has met with the school council who made the following suggestions:

Chocolate Fountain; Cake Sale; Sweet Sale; Toy Sale

In conclusion they would like to do a sweet stall. They will organise a pyjama day for donations to this stall.

Claire New also explained that Lucy Owens has spoken to Ferring Nurseries and they will donate whatever plants are available on the day of the fete. They can be no more specific but their donations are usually very good.

A general discussion took place about plants on the day regarding the sales.

Gemma O'Keefe is organising coconuts to be donated for the coconut shy.

Claire Woods will liaise with the front office about letters and promote the event on Facebook and posters nearer the time. Claire will also ask the local council and estate agency to advertise the event.

6. Change of Treasurer (September 2016)

Sue Woodcraft is leaving at the end of July. The group were asked if anyone is money minded or willing to take on this role.

Claire Woods asked that if anyone knows of anybody willing then to make contact.

Maria Beasley suggested Claire Young.

Claire Woods said that she may have to advertise to determine whether anyone would be interested.

7. New Intake 2016 (Welcome Packs)

Claire Woods explained that a flyer will be created for the new intake home visit pack. It was reminded that we had discussed a welcome meeting on 9th September 2016. Claire asked when the home visits take place.

Claire New said that they start from 11th July until 18th July 2016.

Megan Howdle offered to help with the welcome meeting.

Claire Woods said that we can discuss this further with Megan and that she will create an invitation.

Megan Howdle has offered to make the invitations.

A general discussion took place about the content of the invitations.

Claire New suggested that recycled uniform be made available at the events.

The following dates were given:

06/07/16 – Transition day (1000 – 1130 am)

14/07/16 – Group Visits (0900 – 1030 am)

15/07/16 – Group Visits (0900 – 1030 am)

18/07/16 – Group Visits (0900 – 1030 am)

19/07/16 – Group Visits (0900 – 1030 am)

8. AOB

a) Pond

Claire New explained that they have had a quote but it has not met the specifications. Rod will revamp the quote to include the cage over the top as this has been causing issues.

Claire New will liaise with Megan Howdle regarding funding.

Megan Howdle explained that in Storrington under a scheme called 'Bags of Help' funding of £8,000 was secured. A specific list of costs has to be provided. The deadline

for this application is 3rd July 2016. Megan Howdle and Claire New will liaise about this matter.

9. Date of Next Meeting

Next meeting will be on Thursday 7th July 2016 at 9am.