

# The Friends of Ditcham Park School

Ditcham Park School, Ditcham Park, Petersfield, Hampshire, GU31 5RN.  
www.ditchampark.com; Tel: 01730 825659

## MINUTES OF THE FDPS MEETING

Held on Wednesday 24<sup>th</sup> June 2015 at 7.00pm at Ditcham Park School

*Present (Committee):* Vicki Harvey (VH) (Chair), Denise Allen (DA) (Treasurer), Lucy Reidy (LR). Judith Woertman (JW), Nalini Dentten (ND), Lisa Samson (LS), Claire Falla (CF), Tess Hall (TH), Helen Parrott(HP)(Teacher representative), Gemma Bedford (GB)

*Apologies:* Sharon Petersen, Karen Travis, Mark Philips (Teacher representation), Emma Yellop, Jules Wilson, Judith Haworth

### Discussion Points

### Actions

#### 1. Chair's Welcome

Vicki welcomed Gemma Bedford to the FDPS Committee.

#### 2. Minutes of the last meeting

The Minutes of the 29<sup>st</sup> April 2015 meeting were proposed as a true and accurate record by Lucy Reidy and seconded by Denise Allen.

#### 3. Treasurers Report

The Treasurer distributed a copy of the Treasurer's Report. The Treasurer confirmed we have £19,862.86 in the bank with funds of £10,417.12 available. The May Fayre was a huge success and had boosted the bank balance. The Treasurer advised that the funds available figure took account of all designated funds and committed expenditure known.

#### 4. Matters Arising from the last meeting

- May Fayre

VH has made note to improvements next year. Confirmed date for the 2016 Fayre is Saturday 21<sup>st</sup> May 2016. A theme was discussed and was unanimously agreed as Carnival to tie in with the 2016 World Cup in Rio.

- Big Ticket Item

Two potential items have already been rejected. The wider school community need to be involved to generate new idea. Mr Phillips has agreed to raise the topic at Senior School assembly. He wanted a member of the FDPS committee to address the school. LR to ask Peggy to present to the seniors. At registration form teachers need to remind and discuss ideas with their forms.

Mrs Parrott will encourage Junior School pupils at assembly to bring forward their ideas. HP suggested that ideas could be posted in the new FDPS Post Box. The idea needs to be something that benefits the whole school.

GB suggested an open air theatre which promoted discussion. It needs to be made clear that the project is a one off.

LR

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- **School Calendar Project**

The school calendar project was outlined. DA had prepared a proposal which was discussed. A leader was required for the project to work with Stewart Johnson. TH said her husband Dave would continue working on the project however other peoples input would be required. GB volunteered to help him. VH thanked Dave in his absence for volunteering and GB. The format was discussed. Decided that it was best to keep dates to Public holidays rather than printing DPS specific dates. DPS autumn term dates would not be ratified until after the deadline for publishing the calendar. Both the DPS and FDPS logo should be included on the calendar. It was decided by majority that the calendar should be A3 and be in box format.

## **5. Adoption of a new constitution**

TH / GB

The constitution needs to be changed for two reasons first to include DPS non-teaching staff to participate on the FDPS Committee and second to allow officers to be in place for more than five years. VH proposed that a standard PTA-UK Model was adopted. It has the advantage that it can be adopted straight away as the Charity's commissions do not need to review any further. Mr Rowley has agreed that this format is appropriate. Questions were asked about maximum number of committee members under the new constitution. There are no limits to the maximum number, the minimum number is two. It was agreed unanimously that this constitution should be adopted. VH signed the appropriate documentation and HP witnessed.

## **6. AGM**

The AGM will be held on 22<sup>nd</sup> September 2015. Previously this event has run alongside new parents evening however this year it will stand on its own. At the AGM we will need to vote in a newly appointed position that of Vice Chairperson. The venue and format were to be confirmed however all the committee members present agreed that the South Downs Hall was a good venue. Last year the video of all the FDPS sponsored events was a good idea. DA to update the video with new Photos. The new video will be required for the first week of terms. Food and Drink will be served therefore we need an estimate of numbers. Given previous attendance an enticement may be required to encourage attendance. An invite will be sent out in the summer with other school information. ND to create an invitation.

DA

ND

## **7. Bids**

- Retrospective agreement was given for the purchase of four Thermos flasks for the kitchen. Total cost was £144. The Kitchen staff requested a further two flasks. Cost is £36 per item. Unanimously agreed to purchase.
- The Cycle Club have put in a bid for £1775 to purchase First Aid Kits, Bike Tools for maintenance, Route Communications, and Club Clothing for 14 Leaders. The funding was passed subject to commitment from the Cycle Club that they would run activities to

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fund raise themselves given several of these items have replacement requirements. E.g. at Christmas Fayre, running a cake stall etc. VH to email Anne Harris of Committee's decision to approve Bid but ask for future support in fundraising at Christmas & May Fayre's.

VH

## 8. School Painting

100 prints have been ordered. As this is a limited edition print, a further 25 can be ordered. Anyone wanting a print will go on a waitlist until all 25 have been sold, then one order will be placed. The last 25 prints will be offered on a first come first serve basis. 1000 cards are in stock (200 packs of 5 cards) these will be sold at Open Morning. VH to remind the Braithwaite's to send .jpg to Denise

VH

## 9. Family Camp Over – “Ditcham After Dark” – Friday 26<sup>th</sup> June

VH gave out details of organisation for Friday evening's event.

## 10. Future Events

- Visitors Day: 29<sup>th</sup> June 2015: Clare / Lucy are available and will organise between themselves
- Thank you evening: 30<sup>th</sup> June 2015, Buddies included this year
- Bingo Night: 9<sup>th</sup> October 2015
- Halloween Party for Juniors: 22<sup>nd</sup> October 2015: Tess organising event. HP to provide numbers for planning purposes
- Christmas Fayre – Saturday 5<sup>th</sup> December 2015
- Need to start thinking about Spring 2016 ideas

CF/LR

TH

## 11. Next Meeting

The provisional date for our next meeting is Wednesday 30 September 2015, 7 – 9pm in the School Library. VH to confirm.

VH

## 12. AOB

### • Open Morning

DA will not be at the next open morning on Saturday 3<sup>rd</sup> October. ND to organise the Open Morning Café Rota. FDPS will need to consider purchasing cake stands and table cloth weights in preparation for next year.

ND

### • Officers

For 2015-16 there will be two vacancies on the committee for Vice Chairman and Secretary. LR said if no one else was considering the Vice Chairman role she would be put her name forward. ND similarly said if there were no volunteers for Secretary she would stand for this position.

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